Taming the Career Roller Coaster: Mastering Professional Transitions with Confidence

February 21, 2017 - Orlando, FL
This session is a quick journey of self-discovery and learning to strengthen you and enable you to learn and grow from current and future professional changes that will affect you during your career. We’ll discuss best practices during times of transition and how to tame self-talk and other potential obstacles. We’ll explore where we are now and clarify our values, missions, roles and goals in order to propel us confidently into the next phase of our career.
Workshop Outline

- Discussion of Change vs. Transitions
- How do we learn and grow from professional transitions?
- Assessing where are we now?
- Getting Clear on Your Purpose: Mission, Values, Roles and Goals
- What are your best practices moving forward? - What will you do differently?
Have you ever?

☐ Left a job you liked?
☐ Left a job you didn’t like?
☐ Stayed in a job that had markedly changed?
☐ Left a career you liked or didn’t like?
☐ Been laid off?
☐ Thought about pursuing a different career?
☐ Thought about retirement?

And, what did you learn that will take you forward?
“The ability to successfully manage change has become one of the most important skills needed for personal happiness, the prosperity of organizations, and the health of the planet.”

-Daryl R. Conner, ‘Managing at the Speed of Change’
Change vs. Transition

- Change is what happens to us - It is external to us
- Transition is internal – It is how we react to change
- The trick is to harness change and transition in order to learn, grow and reap the positive benefits of the many changes that are and will happen to us?
Think of one of the biggest changes or transitions in your life.....

1. How did you feel?
2. What did you learn?
3. What would you do differently?
4. What can you take forward into your future transitions?
The Good, the Bad and the Ugly

List Your Negative Reactions to Change

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List Your Positive Reactions to Change

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Lessons Regarding the Personal Experience of Change

- Change triggers our emotions
- Change can be stressful
- We hate the loss of control and uncertainty
- It takes time to adapt
- Although we seek positive change, we object to being changed

But, you must transition in order to learn and grow
“In a fight between you and the world, bet on the world.”

-Franz Kafka
But Transition is Not Inevitable
Transition – So what do we know?

- Transition equates with loss
- Transition impacts self-identity
- Change and transition are iterative
- Transition may be transformational
- Transition may lead to development
What Does Change Represent to Us?

- Competence
- Comfort
- Control
- Confidence

Status Quo = Expectations Met
Change = Disruptions in Expectations
Obstacles to Transition

- Ego
- Comfort
- Fear for myself
- Fear for those who depend upon me
- Holding too tight
- Too much change at once
- What are yours?
What is holding you back?

- What are you resisting?
- What are you judging?
- What are you assuming?
- What are you attached to?
- What do you fear?
Phases of Transition – Another View

**Endings**
Letting go of the past
- Anger
- Denial
- Grieving
- Sense of Loss

**Transition**
Searching for a new direction
- Uncertainty
- Disorientation
- Anxiety
- Self-doubt

**Beginnings**
Setting off in the new direction
- Anticipation
- Excitement
- Energy
- Enthusiasm
Endings

- There must be a letting go of the old before real change can take place. All change begins when something ends.
- There must be a time for grieving and the acceptance that certain things will end.
- Many people never get past this and live a life of regret and sorrow
Managing Endings

- Identify what you are losing
- Accept the reality and importance of the loss
- Don’t be surprised at the time it takes to process the change
- Don’t be surprised that this change has caught you off-guard
Managing Endings

- Define what is over and what is not
- Treat the past with respect
- Understand that endings can ensure and enable continuity of what really matters
- Polarity Management tells us that in order to truly transform, we have to be firmly grounded in the status quo
Managing Transition or the Neutral Zone

- Tap into the creative side of the transition phase:
  - Step back, take stock, challenge accepted answers
  - Search situations for clues and messages
  - Solicit new ideas from your environment
  - Use creative problem solving techniques
  - Encourage experiments

- Get clear on who you are and where you want to go
New Beginnings

- Are not linear
- Are iterative – you’ll cycle repeatedly through endings and the neutral zone
- Require an attitude of progressive elaboration – one step informs the next step
- Your learning is always an emerging process and a journey
Enablers to Transition

- Information
- The passage of time
- Well-being
- The strength of your relationships and connectedness with others
- An openness to the world around us
- Self awareness and reflection
Moving From the Comfort Zone Requires Effort

The Comfort Zone

Endings

New Beginnings
GET CLEAR ON YOUR VALUES MISSION AND ROLES TO DRIVE YOUR GOALS AND NEXT STEPS
"Life isn't about finding yourself. Life is about creating yourself.” - George Bernard Shaw.

“Your vision will become clear only when you look into your heart. Who looks outside, dreams. Who looks inside, awakens.”

-Carl Jung
Transitions: An Opportunity for Reflection

Who am I?
Why am I here?
Where do I belong?
Whom do I love?
Who loves me?
How can I be true to myself?

Who Should I be?
What do I want?
What is my position?
What do I own?
What am I worth?
How can I gain approval?
How do we do this?

1. Identify Values/Missions Roles
2. Set Goals
3. Plan Weekly
4. Plan Daily
Values

- Begin to create focus and balance in your life
- Determine what is really important to you
- Why is it important?
- Where do your talents and passions lie?

Spend time on this..
Mission or Purpose Statement

A powerful document that expresses your personal sense of purpose and meaning in life; it acts as a governing constitution by which you evaluate decisions and choose behaviors.
The process of writing a mission statement involves answering a series of questions:
- What am I about?
- What are my values?
- What are the qualities of character I would like to emulate?
- What is important to me?
- What are my roles?
- What things do I want to have that I feel are important?
- What legacy do I want to leave?
Why do a mission or purpose statement?

“Vision without action is merely a dream. Action without vision just passes the time. Vision with action can change the world.” Joel Barker
“I need a purpose for my life, something snappy yet profound. Have it on my desk by tomorrow morning.”
Roles & Relationships

- Profession/Work
  - Boss
  - Peers at Work
  - Subordinates at Work
- Spouse
- Children
- Community
- Higher Power
- Yourself
Roles I play...

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<td><strong>Mother</strong></td>
<td>Natalie</td>
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<td><strong>Business Owner</strong></td>
<td>Clients, Partners</td>
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<td>Potential clients</td>
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“There is no guarantee of reaching a goal at a certain time, but there is a guarantee of never attaining goals that are never set.”

- David McNally in *Even Eagles Need a Push*
Writing your Goals and Objectives

Based on your mission and values

Written around your roles
Goals should represent important activities that:

- Contribute to long-term happiness and well-being.
- Advance the fulfillment of your mission or purpose
- Encourage improvement and a “do it right the first time” mentality
- Fulfill the four human needs (i.e. physical, social/emotional, mental and spiritual)
- Create a long-term solution.
- Enhance relationships
How do we move forward?

- Identify Values/Missions Roles
- Set Goals
- Plan Weekly
- Plan Daily
Professional Transitions: What Are Your Best Practices for Moving Forward?
Suggestions

- Give yourself time to process the change so that you can transition
- Learn all you can
- Reflect
- Get clear on your values, mission, purpose and important roles
- Use your goal setting as a road map
- Chart a course to the future
### Journaling – Reflections and Learning

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<th>What Happened - Observations and descriptions go here</th>
<th>My thoughts and impressions about what happened</th>
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Understand how you personally experience change and transition
Professional Transition Support Strategies

- Focus efforts where you can be most effective.
- Cement the changes by neutralizing entrenched opponents.
- Strive for small early successes.
- Maintain the support of committed mentors and friends.
- Build partnerships to help you grow.
“Never allow your energy or enthusiasm to be dampened by the discouragements that must inevitably come.”

- James Whitcomb Riley
“To venture causes anxiety, but not to venture is to lose one’s self. And to venture in the highest sense is precisely to become conscious of one’s self.” Kierkegaard
Resources

- Focus: Achieving Your Priorities – Franklin Covey
- The Seven Habits of Highly Effective People – Stephen Covey
- *First Things First: To Live, to Love, to Learn, to Leave a Legacy.* – Stephen Covey, the Merrills
- Getting Things Done – The Art of Stress-Free Productivity – David Allen
- Write It Down, Make It Happen Knowing What You Want – and Getting It by Henriette Anne Klauser
- Crossing the Rubicon – Imelda K. Butler
- Your Signature Path – Geoffrey M. Bellman
- *The Way of Transition - Embracing Life's Most Difficult Moments* – William Bridges
- Managing at the Speed of Change, How Resilient Managers Succeed and Prosper Where Others Fail – Daryl Connor
- Unleashing the Giant Within – Anthony Robbins
Evaluations and Next Steps

- What are you taking forward from the session?
- What new behaviors will you try?
- Evaluations please 😊
Dr. Jean Ann Larson, FACHE, LFHIMSS, FIIE

Jean Ann has over 25 years of experience as a healthcare executive. She has led organizational, professional and business transformations serving as an internal process engineer and consultant, a change agent, Vice President of Clinical Quality and Safety and Chief Learning Officer founding an award-winning and respected corporate university. She also served as a Senior Executive of two large healthcare organizations where she has led the functions of organizational effectiveness, process improvement, executive development, talent management, team building, employee engagement, accreditation, care management, quality and patient safety, as well as several clinical areas.

In 2016 she was named the Leadership Development Officer for University of Alabama in Birmingham (UAB) School of Medicine and Health System. Previously she headed up her own consulting firm partnering with healthcare organizations, executive teams, leaders and individuals to help them become more productive while bringing results-oriented strategic change into their organizations.

She has a BS in Industrial Engineering, an MBA and a doctorate in organization change from Pepperdine University. She is a Fellow with the American College of Healthcare Executives and a Fellow of the Institute of Industrial and Systems Engineers. She is a Past-President and Diplomate of the Society for Health Systems of the Institute for Industrial Engineering and a past Vice-Chair of HIMSS. In 2014 she received the SHS/HIMSS Excellence in Healthcare Management Engineering/Process Improvement Award.