

**Subject: November - Tools and Resources - Managing Transitions**



November 2011 "Tools and Resources - Managing Transitions" Volume 5, Issue 11

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**QUOTABLE QUOTES**

Highlights

Tools and Resources - Managing Transitions

CHOOSE TO...

**Highlights**

Change **is** never easy and your personal transition **is** just that - personal. While timing **is** key - knowing when you have ended, moved into the neutral zone and realizing a new beginning **is** crucial. No acknowledgement of the new beginning and your successes (aka no celebrations) leaves you floundering in the neutral zone. (taken

**Quotable Quotes**

*"Chaos often breeds life, while order breeds habit." ~ Henry Adams, American historian*

*"Habit **is** habit, and not to be flung out of the window by any man, but coaxed downstairs, a step at a time." ~ Mark Twain, American writer*

*"It takes nine months to have a baby, no matter how many people you put on the job." ~ American saying*

Dear Jean,

**Tools and Resources - Managing Transitions**

Interesting! A Google search of 'transitions' uncovered resources related to becoming a more 'green' society to career transitions to mid-life transitions to information for women working overseas. What it does highlight **is** that we are ALL, each and every one of us, going through a personal or life transition of some kind. Furthermore, our success for managing those transitions ultimately has to do with just how well we know ourselves.



Jim Manton's resource (see below) offers some challenging topics to consider when attempting to manage our maze of transitions. This period begins with personal reflection and discovering our truth. Focus on preparation, have those multiple conversations. In truth, we can't go it alone - telling and eliciting additional

from the Constructive  
Choice **newsletter** -  
October issue)

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perspectives and support are not just a 'nice to have' - they may be required. There is so much for us to learn when we are moving to a new beginning! Manton encourages us to experience an 'environment of silence' to embody that learning.

Read on ... check out the internet connections ... can you name your current transition? Are living your truth?

[From Jean's Bookshelf and Others from Amazon.com...](#)

*"What got You Here Won't Get You There - Discover the 20 Workplace Habits You Need to Break"* - Marshall Goldsmith; Section 3 - consider these new habits to support your transitions.

*"Ready for Anything"* - David Allen; Take a look at Section 1 - Clear Your Head For Creativity - yes, it IS about starting with endings.

*"Managing Personal Change, Revised Edition: Moving Through Personal Transition"* (Crisp (50-minutes series) - Cynthia D. Scott(2004)

*"Glimpse of Your Future"* (Personal Transition Series, Vol. 1) - Brenda Hoffman

*"The Secret of Transitions: How to Move Effortlessly to Higher Levels of Success"* - Jim Manton (2008); The elements of transition - reflection, the truth, preparation, conversation, and learning from silence.

[The INTERNET CONNECTIONS ...](#)

Cynthia Scott - [Mid Life Career Transitions](#)

Brenda Hoffman - [Life Tapestry Creations - article](#)

[Managing personal and organizational transitions - model included](#)

[John Fisher's personal transition curve](#)

[Tools and Resources for Managing Transitions](#)

Wishing You Renewed Strength As You Move in  
Transition And Challenge The Neutral Zone ...

Jean



### **CHOOSE to...**

... Recognize the ending ... grieve your loss ... take good care of the end ... clarify what's next ... communicate your purpose ... create your picture ... plan and support others in how they will play in the change ... transition ... be consistent ... ensure small successes ... symbolize the new identity ... CELEBRATE!

... Reflect ... tell yourself the truth ... be **ready**, so prepare ... listen more ... consider what you hear ... understand the new perspectives ... create more ... have the 'possibility conversations' ... and learn from silence ... move then to your commitment conversation ... move slowly ... move quicker ... take your first step to action.

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### **Administrivia**

My Constructive Choices Audience...

- \* Professionals wanting to be at choice in their career and daily work,
- \* New Managers (and aspiring leaders) transitioning to establish a leadership role in their communities,
- \* Individuals wanting to sort through the choices, build a more fulfilling life, lift their voices, and...
- \* Coaches who choose to step out, show up, and say - **YES, it IS all about YOU!**

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