



How to manage changes at work

Changes at work happen for a number of reasons and it can be difficult to be prepared. Here's what to keep in mind.

Whether it's a restructure, a co-worker leaving, adjusting to remote working, or other changes; it can be especially difficult to know where you stand. It's important to understand how the stress of such changes may impact you. People who have gone through workplace changes may experience a wide range of emotions or symptoms such as guilt, anger, fatigue or anxiety.



How we view change

Human nature tends to focus on the negatives that come with change. While it can threaten the control and security we have in our lives, some changes can end up being positive.

Whatever the impact, it can be far-reaching across our work and home lives. Until we can get things back to normal, it's good to be prepared for reactions that are a bit different than we're used to.



There are a variety of resources available to yourself and loved ones at

Our Critical Support Centre offers emotional support resources and information when you need it most. Find a variety of topic areas including mental health, traumatic events, natural disasters, grief and loss, supporting adolescents in crisis and more.



How to help yourself

While change can't always be controlled, we can at least control our reactions to it. Here are some ways to reduce the emotional impact of change:

- Get plenty of rest.
- Eat healthful meals regularly.
- Don't use drugs or alcohol as an "escape."
- Wait to make major decisions.
- Acknowledge your thoughts and feelings about what's occurring. They're normal.
- Talk with people you trust.
- Try to do activities that you enjoy.
- Ask for help if you need it.



How to help the people around you

The effects of change at work may be felt by those around you as well, so it's important to come together to support one another.

Get started by listening carefully and acknowledging how others are feeling. Try to respect different points of view and understand each person needs their time to recover to normal. Encourage access to the Employee Assistance Programme (EAP) or a community group as a support base.



How to adjust to your new situation

Finding your niche in a newly changing work situation can take some time. However, there are a few things you can do to better adjust, such as:

- Discuss your feelings or concerns with a supervisor.
- Ask how the changes will affect you, including how tasks will get done in the new organisational structure.
- Take advantage of your benefits, including your EAP.



Things to remember

Better days are ahead. It just may take longer for others to reach that point. Just completing daily tasks is a huge step in the right direction. Things will become easier. Your sleep and energy levels will improve. Even your feelings about the present and the future will become more positive. You will enjoy life again.

Your EAP benefit offers you and your family confidential assistance to help you deal with a wide range of personal, health or work-related issues. This free service helps you manage stress, overcome anxiety or depression, and cope with grief or loss. Our EAP specialists are available any time, every day.



Real people. Real life. Real solutions.

To access specific benefits information visit [Livewell.optum.com](https://livewell.optum.com) and log in with your company access code:

Call for Support at

Your Optum benefit offers support from specially trained, mental health specialists to help anyone who is overwhelmed, depressed or searching for answers.



Critical support when you need it

Visit optumeap.com/criticalsupportcenter for additional critical support resources and information.



*If you're pregnant, physically inactive or have a health condition like arthritis, diabetes or heart disease, check with your GP before starting an exercise programme or increasing your activity level. They can tell you what types and amounts of activities are safe for you.

This programme should not be used for emergency or urgent care needs. In an emergency, call 999 or go to the nearest A&E (accident and emergency). This programme is not a substitute for a GP's or professional's care. Consult your GP for specific health care needs, treatment or medication. Due to the potential for a conflict of interest, legal consultation will not be provided on issues that may involve legal action against Optum or its affiliates, or any entity through which the caller is receiving these services directly or indirectly (e.g. employer or health plan). This programme and its components may not be available in all areas or for all group sizes and is subject to change. Coverage exclusions and limitations may apply.

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