

Managing Change Workbook

Adapting to Life's Changes with Confidence

Created by Safe Haven Connect CIC

Welcome

Change is a natural part of life. Some changes are exciting and filled with new opportunities, while others can feel unexpected, challenging or overwhelming.

Whether you're starting a new job, moving home, experiencing a relationship change, coping with loss, becoming a parent, retiring or facing changes to your health, adjusting can take time.

It's completely normal to experience a range of emotions during periods of change. You may feel hopeful one moment and uncertain the next. You might feel excited, anxious, sad or even resistant to the changes taking place.

The important thing to remember is that change doesn't always happen overnight. Adjusting is a process, and everyone moves through that process at their own pace.

This workbook will help you understand why change can feel difficult, explore healthy ways to adapt and develop practical skills to help you move forward with confidence.

Remember...

> Every ending creates space for a new beginning.

What You'll Learn

Throughout this workbook you'll explore:

- ♥ Why change can feel challenging
- ♥ Understanding your emotional response to change
- ♥ Building confidence during uncertain times
- ♥ Managing fear and anxiety around change

- ♥ Developing healthy coping strategies
- ♥ Letting go of what you cannot control
- ♥ Recognising new opportunities
- ♥ Building resilience through life transitions
- ♥ Creating your own personal change plan
- ♥ Moving forward with confidence

Before You Begin

This workbook is designed to help you explore your own experiences with change in a safe, supportive way.

There are no right or wrong answers. Some exercises may encourage you to reflect on past experiences, while others will help you plan for the future.

Take your time. Complete each section at your own pace and remember that progress doesn't happen all at once.

Every small step you take is helping you become more confident in navigating life's changes.

A Thought to Remember

> "Change can feel uncomfortable, but it is often where growth begins."

Module 1 – Understanding Change

Change affects everyone differently. While some people enjoy new experiences, others may find uncertainty difficult. Both responses are completely normal.

Change can happen by choice, such as starting a new hobby or moving house, or it can happen unexpectedly, such as losing a job, experiencing illness or the end of a relationship.

Whatever the reason, change often brings uncertainty—and uncertainty can sometimes affect our thoughts, emotions and behaviour.

The good news is that learning how to understand and adapt to change is a skill that can be developed over time.

By recognising your reactions and learning healthy coping strategies, you can build greater confidence and resilience for whatever life brings next.

Module 1 – Understanding Change

Change is something we all experience throughout life. Some changes are planned and exciting, while others happen unexpectedly and can feel overwhelming.

There is no "right" way to respond to change. Your thoughts, emotions and reactions are shaped by your experiences, personality and circumstances.

What matters is recognising your feelings and learning healthy ways to adapt.

Why Can Change Feel Difficult?

Change often involves uncertainty. Even positive changes can bring worries about the unknown.

You may wonder:

Will I cope?

What if things don't work out?

What happens next?

These questions are a normal response to uncertainty.

Common emotions during change include:

Anxiety

Excitement

Fear

Hope

Sadness

Frustration

Uncertainty

Relief

It's common to experience several of these emotions at the same time.

How Do You Usually Respond to Change?

Take a few moments to think about how you normally react when something changes.

Tick any that apply.

- ☐ I worry about what might happen.
- ☐ I avoid change whenever possible.
- ☐ I become overwhelmed.
- ☐ I need time to adjust.
- ☐ I look for positive opportunities.
- ☐ I ask others for support.
- ☐ I try to solve problems straight away.
- ☐ I accept change and move forward.
- ☐ My reaction depends on the situation.

Reflection Exercise

Think about a significant change you've experienced.

What happened?

How did you feel at the time?

Looking back, how did you cope?

Did you learn anything positive from the experience?

The Change Curve

Many people experience similar stages when adapting to change. These stages don't always happen in order, and you may move back and forth between them.

 Awareness

Recognising that change is happening.

 Uncertainty

Feeling unsure about what lies ahead.

 Adjustment

Beginning to adapt to the new situation.

☀ Acceptance

Finding a new sense of balance and confidence.

Remember, everyone moves through change at their own pace.

Activity – My Strengths During Change

Think about previous challenges you've overcome.

What personal qualities helped you?

- ☐ Patience
- ☐ Determination
- ☐ Courage
- ☐ Kindness
- ☐ Flexibility
- ☐ Problem-solving
- ☐ Optimism
- ☐ Sense of humour
- ☐ Asking for support
- ☐ Staying calm

Other:

These strengths can help you manage future changes too.

Key Takeaway

> Change can feel uncomfortable, but it also creates opportunities to learn, grow and discover strengths you may not have realised you had.

Module Summary

Change is a natural part of life, and everyone experiences it differently. By understanding your own reactions and recognising the strengths you already possess, you can begin to approach change with greater confidence and resilience.

Next Module

Module 2 – Managing Uncertainty and Building Confidence

Module 2 – Managing Uncertainty and Building Confidence

Uncertainty is one of the most challenging parts of change. When we don't know what will happen next, it's natural for our minds to imagine different possibilities—some hopeful and others worrying.

While we cannot predict the future, we can learn how to respond to uncertainty in healthy and balanced ways.

Building confidence during times of change doesn't mean having all the answers. It means trusting that you can cope, adapt and move forward one step at a time.

Understanding Uncertainty

When life changes, it's common to ask yourself questions such as:

What if things don't work out?

What if I make the wrong decision?

Will things ever feel normal again?

What happens next?

These thoughts are completely normal. The goal isn't to stop uncertainty—it's to stop uncertainty from taking control of your life.

What Can You Control?

When facing change, it can help to separate your worries into two groups.

Things I Can Control

- ✓ My attitude
- ✓ How I respond
- ✓ Looking after my wellbeing
- ✓ Asking for help
- ✓ Learning new skills
- ✓ Taking one step at a time
- ✓ How I speak to myself

Things I Cannot Control

- ✗ The past
- ✗ Other people's choices
- ✗ Unexpected events
- ✗ Other people's opinions
- ✗ The future

The more energy you spend on what you can control, the more confident and empowered you are likely to feel.

Building Confidence Through Small Steps

Big changes can feel overwhelming.

Instead of trying to solve everything at once, ask yourself:

"What's one small step I can take today?"

Small steps could include:

Making one phone call.

Updating your CV.

Going for a walk.

Asking someone for advice.

Researching your next step.

Taking five minutes to relax.

Writing down your thoughts.

Small progress is still progress.

Reflection Exercise

Think about a change you're currently experiencing.

What worries you most?

Which parts of the situation can you control?

What is one positive action you could take this week?

Activity – Building My Confidence

Complete the following statements.

I already know how to...

One strength I have is...

One challenge I have overcome before is...

That experience taught me...

Remember that every challenge you've overcome has helped build the person you are today.

Positive Self-Talk

During times of change, the way you speak to yourself matters.

Try replacing self-critical thoughts with more balanced and encouraging ones.

Instead of:

✗ "I can't do this."

Try:

♥ "This feels difficult, but I can take it one step at a time."

Instead of:

✗ "Everything is going wrong."

Try:

♥ "Things are challenging right now, but they won't stay this way forever."

Instead of:

✗ "I'm not strong enough."

Try:

♥ "I've overcome difficult times before, and I can learn to manage this too."

Key Takeaway

> Confidence doesn't come from knowing exactly what the future holds—it comes from believing in your ability to face whatever the future brings.

Module Summary

Uncertainty is a normal part of change, but it doesn't have to control your life. By focusing on what you can control, taking small positive steps and practising encouraging self-talk, you can build confidence and adapt more successfully to life's changes.

Next Module

Module 3 – Letting Go, Moving Forward and Embracing New Opportunities

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Change often involves letting go of something familiar before we are ready to embrace something new.

This could mean letting go of:

A job

A relationship

A routine

A dream

A home

A role in life

Expectations you once had

Letting go isn't about forgetting the past or pretending something didn't matter. It's about accepting what has happened, learning from it and making space for new experiences.

Moving forward doesn't mean leaving everything behind—it means carrying the lessons with you while continuing your journey.

Why Is Letting Go So Difficult?

Our brains naturally prefer familiarity.

Even when a situation isn't making us happy, it can still feel safer than stepping into the unknown.

It's normal to feel:

Fear

Sadness

Anger

Regret

Uncertainty

Grief

These feelings don't mean you're moving backwards. They often mean you're processing an important life change.

Accepting What You Cannot Change

Acceptance doesn't mean you have to like what has happened.

It simply means recognising reality instead of fighting against it.

Ask yourself:

What has already happened that I cannot change?

What am I holding onto?

What would become easier if I accepted this situation?

Acceptance creates space for healing.

Reflection Exercise

Think about something you've found difficult to let go of.

What are you holding onto?

Why has it been difficult?

What would moving forward look like for you?

Looking for New Opportunities

Every change brings uncertainty, but it can also create new possibilities.

Ask yourself:

What new opportunities might this change create?

What new skills could I develop?

Who might I meet?

What positive experiences could still lie ahead?

You don't need all the answers today.

Simply becoming open to new possibilities is a positive step.

Activity – Looking Ahead

Complete the sentences below.

One thing I would like to achieve over the next six months:

One new experience I would like to try:

One positive habit I would like to build:

One fear I would like to overcome:

Celebrate Your Progress

It's easy to focus on what still feels difficult.

Take a moment to recognise how far you've already come.

Write down three achievements you're proud of.

Achievement 1

Achievement 2

Achievement 3

Every achievement, no matter how small, shows your ability to adapt and grow.

Remember

You don't have to have your whole future planned.

You only need to take the next step.

Progress is built through small, consistent actions rather than one giant leap.

Key Takeaway

> Letting go isn't about losing the past—it's about creating space for the future. Every ending has the potential to become a new beginning.

Module Summary

Moving forward takes courage. By accepting what you cannot change, recognising your progress and remaining open to new opportunities, you can approach change with greater confidence and hope.

Next Module

Module 4 – Creating Your Personal Change Plan

Module 4 – Creating Your Personal Change Plan

Adjusting to change doesn't happen all at once. It happens through small, consistent steps that help you build confidence and move forward.

Having a personal change plan can help you stay focused, recognise your progress and remind you of the support and strengths you already have.

Remember:

> You don't have to have everything figured out today. You only need to keep taking the next positive step.

Recognising Your Warning Signs

When life feels uncertain, it's important to notice the early signs that you're becoming overwhelmed.

Tick any that you notice in yourself.

- ☐ Feeling anxious
- ☐ Overthinking
- ☐ Difficulty sleeping
- ☐ Feeling irritable
- ☐ Low motivation
- ☐ Withdrawing from others
- ☐ Feeling overwhelmed
- ☐ Difficulty concentrating
- ☐ Changes in appetite
- ☐ Feeling hopeless
- ☐ Negative self-talk
- ☐ Feeling emotionally exhausted

Other warning signs I notice:

My Support Network

No one should have to face life's changes alone.

Write down the people or organisations you can turn to for support.

Family

Friends

Colleagues

Professionals or Support Services

Other Sources of Support

My Personal Change Plan

The change I am currently facing:

My biggest concern is:

What I hope to achieve:

One small step I can take today:

One small step I can take this week:

One person I can ask for support:

Healthy Daily Habits

Small daily habits can make adapting to change easier.

Tick the habits you would like to focus on.

- ☐ Get enough sleep
- ☐ Eat regular meals
- ☐ Stay hydrated
- ☐ Exercise or move my body
- ☐ Spend time outdoors
- ☐ Practise mindfulness
- ☐ Connect with supportive people
- ☐ Limit screen time
- ☐ Take regular breaks

☐ Spend time doing something I enjoy

☐ Celebrate small achievements

☐ Be kind to myself

My Positive Reminders

Write three reminders you can return to whenever change feels difficult.

Reminder 1

Reminder 2

Reminder 3

Looking Back

After completing this workbook, take a few moments to reflect.

What have I learned about myself?

What strength has helped me most?

What positive change will I continue working towards?

Final Thoughts

Change is one of life's greatest teachers. While it can sometimes feel uncomfortable or uncertain, it also brings opportunities to learn, grow and discover strengths you may never have recognised otherwise.

Be patient with yourself. There is no perfect way to adapt to change, and everyone's journey is different.

Celebrate every step forward, no matter how small. Progress is built through consistency, not perfection.

Remember that asking for help, taking time to rest and looking after your wellbeing are signs of strength—not weakness.

> "Every new chapter begins with the courage to turn the page."

Congratulations!

Well done on completing the Managing Change Workbook.

We hope the information, reflections and activities have helped you feel more confident about navigating life's changes and inspired you to take positive steps towards your future.

Keep this workbook somewhere safe and revisit it whenever you're facing a new challenge or period of transition.

Safe Haven Connect CIC
Building stronger communities through connection, support and wellbeing.

 www.safehavenconnect.org

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Safe Haven Connect CIC is dedicated to improving mental health and wellbeing through free educational resources, self-help workbooks, peer support and community initiatives.

Our mission is to make mental health support more accessible, reduce stigma and help people build happier, healthier lives.

Explore more free resources, self-help workbooks and wellbeing tools by visiting:



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