FROM THE EXECUTIVE DIRECTOR

JENNIFER K. ABDELNOUR, CAE

The recent closure of the Florida Library Association's physical office has me thinking about the challenges of managing change. Quite a bit. It's been inescapable, actually. I have always considered myself to be quite an adaptable person, but this move tested even my abilities. Here are my tips for managing change in the workplace.

Preparing for Change

Regularly scanning your horizon for threats and opportunities is a good general practice in any profession. Staying alert and not only expecting, but planning for change, will make the inevitable change(s) less stressful and more productive. And being planful, as much as is practical and realistically doable, will make your work life more manageable. That said, this is much easier said than done! Change is hard, and it's just impossible to forecast every possible pitfall that may befall you.

Asking for Help

Asking for help is not a weakness. People generally want to help more than you might expect. Define tasks that can be delegated and then…delegate them! Trying to manage change in a silo is detrimental to your staff and colleagues, your organization, and your own mental health.

Communicating

You almost can't communicate enough during significant change. It's important to keep your stakeholders in the know about your plans, processes, and expected results. Frequently communicating the status of your change-making projects can help alleviate anxiety and ambiguity about what has happened or will happen.

Setting Boundaries and Managing Expectations

Knowing your and your staff's and peers' realistic capabilities and limitations will help prepare you to set necessary boundaries to protect your time, effort, and honestly, your sanity! Along these lines, managing the expectations of your colleagues and the general public are critical to minimizing disappointments and misunderstandings.

Here's wishing you success in managing the changes in your work life!

Season's Greetings to all,

Jennifer K. Abdelnour

JENNY ABDELNOUR, CAE
FLA EXECUTIVE DIRECTOR