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### **Worksheet 1-Letting Go**

1. What were the risks you perceived as you encountered this change?
2. What did you lose during this change, and what did this loss make you feel?
3. What did this change gain for you?
4. During this change, what did you learn about your ability to let go and accept risk?
5. What did you learn about yourself? Did anything surprise you about your ability to handle change?



## Worksheet 2-Self Talk

Write down some examples of negative self-talk. Now, write down positive alternatives you can say instead.

Negative Self Talk	Positive Self Talk
Example: <i>I'm being discriminated against because of my age.</i>	Example: <i>I have a lot of skills and experience to offer an employer. Plus, my appearance looks up-to-date and I'm up-to-date with technology.</i>



**Worksheet 3-Problems/Solutions Worksheet**

Solution	Problem 1	Problem 2	Problem 3
Action Step 1			
Action Step 2			
Action Step 3			
Action Step 4			
Action Step 5			

*Instructions:*

Look at the problems. Are there are any overlapping issues?

Can you make a plan to solve Problem 1? Problem 2? Problem 3?

Write down any action steps you see. Are any of the steps interconnected?

If so, which step to solving the problem comes first?

Do see a problem with no solution? Do you need more information for a solution?

If so, write down a date by when you will have the information you need. Do whatever research you need to do by then.

Stop worrying.

You now have a way to visualize your plan, and you can readjust as needed.



## Worksheet 4-First Steps to Setting Career Goals

We all have dreams. However, most of the time we spend thinking about our dreams we seem to find reasons not to pursue them. The following questions are a preliminary step in discovering what your dreams are, who you are, and how you feel towards change. Dreaming is not about doing: it is about imagining the possibilities!

On a piece of paper, or in your idea journal, respond to the following questions. As you answer these questions, you may have your own that come up. Just write them down and answer them, too. Depending on your style of visualization, you may want to keep each dream on a separate page or sheet of paper, so you do not get your dreams mixed up. The questions are designed to help you weigh the pros and cons, and to be a jump start for brainstorming sessions to discover the best way to actually achieve your goals, find solutions to your concerns and fears, and turn the dreams you choose

### The questions:

1. What is your dream?
2. Is your dream feasible? (In other words, is this a real career choice?)
3. Do you have any problems (medical or physical) that would make pursuing this dream infeasible? (Are you 5'6" dreaming of a professional basketball career? Legally blind but want to pilot an aircraft?)
4. Does following this dream require a lot of additional education, time, and money in order to achieve it?
5. Do you have any skills that are transferrable to your dream job? What are they? (Do you teach already and are interested in becoming a paid public speaker? Presto, transferable skill!)
6. Are you financially capable of pursuing this dream, whether because you have savings, or can get a loan to finance school or business?
7. If you are unable to quit your current job, can this dream be achieved by working toward it on a part-time basis? Are you able and willing to work a second job, or enroll in night classes or other training, while you are pursuing this dream?
8. What makes this dream career ideal?



## **Worksheet 5-Questions for coping with different emotions.**

### Change in general

- What did you learn?
- What will you do differently the next time?
- Are you a qualitative researcher in a quantitative world?
- Are you interested enough to take a short course to master statistical packages?
- Or do you simply need to find a new way to use the analytical or communication skills you already have?

### Grief

- What will I keep from my experience? (Moments of joy, friends, books and tools?)
- What physical items should I keep? Let go?
- How will I learn to live with the loss of my dream?
- How will I know I am done grieving?
- How will I know if I need medication or therapy?
- Are there people in my life who can support me while I grieve?
- Are there any rituals I could do to help the grieving process?

### Letting Go

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- What did you lose during this change, and what did this loss make you feel?
- What did this change gain for you?
- During this change, what did you learn about your ability to let go and accept risk?
- What did you learn about yourself? Did anything surprise you about your ability to handle change?

### Failure

- What would your story look like to someone outside your life?
- What are the obstacles your protagonist has to overcome? How does that happen?
- What would you have other people take away from the story of your life so far?
- If you flipped the story on its head and told it as “I am a success,” what would that story be?



### Fear

- Will your partner think you are a quitter?
- Or will leaving academia, even on purpose, somehow belittle what you have accomplished?
- What will you do with all your free time?
- Fill-in-the-blank by completing the sentence, "I am afraid of \_\_\_ because \_\_\_."
- What good things could this situation make possible?
- What do you need to know in order to make a decision?
- Who can help you make this transition?
- What the most outrageous outcome you can imagine?

### Anger

- Is anger keeping you from actually listening or consolidated a position?
- Has anger provided any self-insight and motivation to change?
- Have you used anger as a negotiation strategy? [Note: It is most effective when justified, if you appear powerful, and when the other side's options are limited. Use with caution. It may backfire if you have not really understood what options are on the table.]
- Has anger given you a creative boost (by temporarily increasing adrenaline?)  
[Note: [Mattjas Baas](#) says anger-as-creative-fuel usually only leads to a fast burn out, so not a good long-term strategy.]

### Shame and Compassion

- How can I comfort and care for myself in this moment?
- How have you been "perfectly adequate" in your life that got you this far?
- How would you like to motivate yourself in a kind and compassionate way in order to feel good about leaving academia?
- Ask yourself, what would a good friend say to you about your current situation?
- What would you say to a friend that you know is going through a really hard time?
- What mantra can you use to counter the negative feelings when they threaten to overwhelm you, like "I am learning to let go;" or "It's OK to give myself the compassion I give others."



- Write about your experience: Is there a particular aspect of your current experience that makes you ashamed? Let yourself experience the awful emotions for what they are without judgement.
- Write a letter from your future self: what would you want to say to your current self from the perspective of twenty years?
- Try the 10,000 foot view: If you viewed your life as a journey from the standpoint of 10,000 feet above the earth, where would you place yourself along the path? Is the path strewn with boulders or do you see an easier way to go around the obstacles? Is there beauty all around you to take in? What helps you to enjoy the journey?
- Imagine your life as a movie: what would have to happen to give the main character closure in the current situation? What are the possibilities? Is there any excitement for a new direction?

#### Sense of Purpose

- What is unique about you?
- What are you doing when you are “in the flow?”
- What are most passionate (or substitute “enthusiastic”) about?
- Who do you want to serve? How do you want to serve them? What feels like a big, positive contribution to the world to you?
- What kind of person would you like to be, now and in the future? [Note: Some people reframe this as “What legacy do you want to leave the world?”]



9. What does that tell you about yourself and what you want?
  
10. How would you feel if you could turn your dream into a reality?
  
11. What comes up for you that feels negative about this dream? Does it arise automatically and unbidden, or do you have to work to imagine what could be negative?
  
12. What's just "crazy" that you would like to try?
  
13. Where might you get stopped?
  
14. What would you do if you knew you could not fail?