

INTRODUCTION

"My Handbook" can be summarized in four steps:

Step One: Model for Change

To get the results you want you must recognize that:

- 1) Change is required
- 2) Change has not happened
- 3) This will facilitate change
- 4) Change will happen

Change is ongoing and constant and happens with or without our involvement. We can choose to be a part of the change, or we can choose to ignore it. The choice is ours. We must choose wisely.

Change happens with or without our involvement. We must be open to change and embrace it. Change is the only constant in life, and we must be prepared to accept it. We must also learn to adapt to the changing world around us.

Change produces both desirable and unwelcome results. It is a natural part of life and can take many forms. Change can be inspiring and positive, or it can be disruptive and negative. It is important to take an active role in managing change to ensure the best possible outcome.

Functional adaptation involves using tactics that increase the chance of getting the results (of change) we want. We need to identify which tactics work best and use them to create an environment of positive change. Additionally, it is important to recognize when change is no longer beneficial and to take steps to reverse it. Finally, it is important to monitor the results of change to ensure that the desired outcomes are achieved.

We become skillful through repetition of these tactics. As the process continues, we become more adept at the strategies and gain a deeper understanding of the problem and its solutions. This helps us to become more effective in our work and more likely to succeed.

Step Two: Direction

Survive first and then thrive.

Remember the analogy of "the burning building?"

"The most significant decision I can make if I want to survive is "Where do I go from here?" If I wake up in a burning building, it doesn't matter how I got there if it can't show me how to escape.

How we feel about these unwanted results of change is like wondering how we got into the burning building. Although how we feel is important, to survive what is more critical is getting out of the building (where we are heading).

Energy and resources are limited so efficiency is imperative We need to ensure that we are utilizing our resources wisely and that our strategies are effective. We must also prioritize our goals and objectives so that we can focus our efforts on the most important things. Finally, we must remain flexible and open to new ideas so that we can adjust to the changing environment.

Feelings are important, but only if they initiate appropriate action will they lead to the desired results We must remain focused on our goals and take regular action to achieve them. We must also evaluate our progress and adjust our strategies as needed. Finally, we must stay motivated and committed to the task at hand.

Appropriate actions are always key to getting the results (of change) we want.

Step Three: My Concepts

- 1) Visualize: Let your imagination (thoughts), words, and actions (actions) align with the results you want
- 2) Hope: Belief in the possibility of achieving the results you want.
- 3) Fear: Fear is a spectrum of emotions, and when processed properly, can be helpful in achieving the results you seek.
- 4) Feelings and Actions: The relationship between feelings and actions is created by you. To achieve the results that you desire, you must take appropriate action.

- 5) Process & Outcome: The process is the journey, and the outcome is the destination. This concept explains a process-focused approach.
- 6) Validation: This is the process of giving official approval to yourself (internal) or receiving from others (external).

Step Four: My Tactics.

1) The rules of functional adaptation

Rule #1: Identify the “system”.

Task: Be self-aware

Rule #2: Know the system rules (whether you agree or not).

Task: Resolve the information deficit

Rule #3: Know your choices under the rules (whether you agree or not).

Task: Make a detailed list of your choices

Rule #4: Choose and move on.

Task: Do not procrastinate

2) The Can Do

A way to aim your imaginations (thoughts), words and actions (deeds) towards achieving the changes that you desire through constant awareness of the ratio of “can do” to “can’t do”.

3) The Best Friend

This approach emphasizes the need to be in touch with our feelings. This means that no matter how difficult to acknowledge these feelings and own them completely, there is only one course of action available – be your best friend.

4) The Mind Enclosure

This approach views the mind as a group of individuals living together in an enclosure, each having distinct characteristics. It describes how they interact and how harmony is maintained.