

# 10 TIPS FOR STAYING ENGAGED DURING TRANSITIONS



1. **Understand, and accept, that uncertainty is normal.** The start of any new job is likely to be overwhelming. Don't panic . . . every day will be an opportunity to build capacity.
2. **Plan ahead.** Read employee handbooks, operations manuals (e.g., phone systems), and any other documentation that might help build capacity before the job even begins.
3. **Be patient.** Acquiring the knowledge and mastering the skills any new job presents will take time. This is true even for jobs that, on the surface, seemed easy.”
4. **Ask questions and take notes.** Jot down any notes/questions that arise from your pre-reading, interview, observations, and early conversations that might help facilitate a smoother transition. Get clarity during training, know who to ask for assistance, and ask them!
5. **Ask for help.** Capacity is not always about the individual learning new skills or acquiring new knowledge. Organizations, schools, families, and community supports - from day cares and transportation to employment centres - have a role to play.
6. **Actively monitor the challenges being presented.** Notice when, and if, things are starting to get easier. Although challenge can be exciting, even exhilarating, it can become overwhelming longer term if there is no sense of mastery. Prolonged periods of feeling overly challenges and out of control can make it all too easy for burnout and disengagement to occur.
7. **Don't be surprised by feeling underutilized.** Remember that career engagement is about the dynamic interaction of challenge and capacity; as capacity builds, if there is not subsequent increase to the level of challenge, individuals can begin to feel underutilized.
8. **Recognize that you can be overwhelmed and underutilized at the same time.** Although the job you were hired for may eventually become exiting and fulfilling, the early days may be filled with boring tasks alongside logistical challenges until you are sufficiently oriented.
9. **Be creative about capacity building.** Seek out courses, coaching, and time-saving technologies. Share tips and strategies with colleagues. Contributing to a stronger team. Access available supports (e.g., professional development funding, cross-training, job shadowing). Eliminate non-essential tasks, leaving space for meaningful and motivating work.
10. **Make continuous adjustments. Engagement isn't static.** Regularly monitor feelings of being overwhelmed and underutilized. Increase or decrease challenge to match available capacity - even temporary changes can restore equilibrium - especially during challenging transitions.



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