LEADER TIPS

- I adjust my style to changing situations.
- I admit personal mistakes, learn from them, and move on.
- I value working with a diverse workforce.
- I am comfortable managing people different from myself.
- I am optimistic; I see the glass as half full.
- I am not easily irritated when things are not going my way.

How statements did you identify? Are you surprised by your answers?

**Now how do I use adaptability?**
- Handle change in a positive light
- Embrace change
- Understand that it may not always be expected and it can cause stress
- Work toward the phrases about that do not apply to you
- Keep your behavior in check as changes occur as it sets the tone for them team and can either stimulate or inhibit team motivation
- Learn to accept change as a *difference* and not a *problem*
- As a leader, help your team build a plan that has a lot of room for change, as this helps better support those you work with

**What should not be done?**
- Avoid negativity
- Don’t follow rules so closely that there is not room to accept change
- Don’t reject an idea without thinking twice before saying no—Before turning an idea down, think it over again
- Don’t be the first to reject change—Be the first to adopt change
- Avoid rigidity