



## New **workspace**, new **you**

Relocating for a job can be very exciting and sometimes, a stressful process. As with any move, this process requires you to become acquainted with a new environment and new people. It is also a **great opportunity for you to re-examine yourself and make changes toward a more positive lifestyle!**

### Tips to Maximize Opportunities During Job Relocation

1. **Set goals as you start “fresh” in your new space.** Goal setting is a powerful process for thinking about your ideal future, and motivating yourself to turn that vision into reality. By knowing precisely what you want to achieve, you know where to concentrate your efforts (Mind Tools, 2015).

#### **Set some goals:**

- **Career:** What level do you want to reach in your career?
- **Financial:** How much do you want to earn and by what stage?
- **Education:** Is there any knowledge you want to acquire in particular? How can you keep learning?
- **Family:** How do you want to be seen by your partner or members of your family?
- **Attitude:** Is any part of your mindset holding you back? Are there any behaviours you want to change or improve?
- **Physical:** What are the physical health goals you want to achieve?



#### **Turn these lifetime goals into smaller goals:**

What is your five-year goal? One-year goal? One-month goal? One-week goal?

2. **Stay organized**

Organization is one of the key ways to help make any move a lot less stressful. Keep a **to-do list** of things that need to be done **before and after the move**. Check off each task as you complete it so you do not have to remember several things at a time. Once you’ve settled in, continue the habit of creating to-do lists with *daily* tasks. Try Evernote (<https://evernote.com>) if you regularly use your phone and computer. If you prefer paper and pencil, use an agenda!

### TO DO LIST

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3. **Give yourself time to adjust**

No one expects you to adjust to the new workspace on the first day so be patient with yourself. **Arrive a little earlier** or stay a little later each day so you have time to become familiar with your new workspace. **Keep your ears and eyes open** so you can learn as much as possible about day-to-day operations. **Don’t be shy about asking questions.** Sometimes, trying to figure everything out on your own can create feelings of isolation, be counter-productive, and might make you more frustrated (Runyan, 2012).

4. **Take advantage of new resources**



Meet some of your physical goals by using the fitness facility at your new workplace! For example, your goal may be to go to the gym during lunch twice a week for 30 minutes - try doing cardio on one day and weights on the other day.

Your co-workers are also great resources! Don’t be afraid to say yes when co-workers ask you to socialize. This is a chance to get to know the local restaurants or stores nearby, as well as get to know your colleagues better.

Sources: Mind Tools. (2015). Personal goal setting. Retrieved from <http://www.mindtools.com/>

Runyan, A. (2012). How to adjust to a new work environment. Retrieved from <http://www.classycareergirl.com>