

Example Take 10 Experience

Learn

- Sally Staff selected the suggested book resource, listed below, from the Take 10 for Staff folder on the SkillSoft portal page under the Featured Topics heading on the left hand side of the page.
- Change is Everybody's Business by Pat McLagan (ISBN: 9781576751909)
- She chose to read Action Lesson #4: Take Charge of Your Own Change Process

Reflect

- After reading that section, she created the following [reflection questions](#) based on her reading and on her goals for change management
- She answered those prompts/questions.
- She bookmarked the section of the book where she left off

Apply

- Sally reflected on her past successes with change.
- She realized that she could approach a current change in a different way to result in a more successful outcome.
- She contacted her manager and asked to schedule a meeting to clarify her role during change.
- She had drafted a list of suggestions that she thought might help make the transition easier as a member of the team.
- She created a [SMART goal](#) to include on her [IDP \(individual development plan\)](#) that would increase her engagement as a member of the team.