

# The Change Communication Worksheet

*Lead with Calm. Communicate with Clarity.*

**The Leadership Goal:** Before you hit "Send" or stand in front of your staff, use this worksheet to audit your message. If you can't answer one of these five pillars, your team will fill that gap with uncertainty.

**Step 1: The Fact (What is changing?):** *State the change clearly and surgically. Avoid "soft" language that makes a firm decision sound negotiable.*

**Draft your "What":**

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**Step 2: The Context (Why is it changing?):** *Connect the change to the mission, safety, or external mandates. People endure the "How" when they understand the "Why."*

**Draft your "Why":**

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**Step 3: The Stability (What is NOT changing?):** *This is your anchor. Remind staff of what remains certain to lower their stress levels.*

**Draft your "Not Changing":**

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**Step 4: The Reality (How it affects them?):** *Be honest about the friction. If it's going to be a harder morning, say so. Acknowledgment builds trust.*

**Draft the Impact:**

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**Step 5: The Plan (What support is available?):** *Show them the "Road to Recovery." What tools, extra hands, or training will you provide?*

**Draft the Support:**

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## The Pre-Communication Checklist

*Before you speak, check your "Thermostat":*

- Is my tone regulated?** (Am I sharing this because I'm frustrated, or because it's the mission?)
- Have I avoided oversharing?** (Am I protecting them from unnecessary administrative anxiety?)
- Is the "Why" focused on the children/team?** (Rather than just "because I said so.")
- Am I prepared for the pause?** (I am ready to listen to their feedback without becoming defensive.)