



Stay on your best path: Get more done with less stress

Effective Change

Changes must be effectively implemented to improve a situation. TASKey WorkNav is an ideal tool for managing changes.

Components of a Change

Changes usually have two components:

- the change itself, and
- the acceptance of the change by the people affected (often referred to as cultural change).

Why Changes Fail

Change requires leadership to reduce uncertainty by showing the way forward. A major reason why changes fail is that team members don't know where they fit and what they need to do, when and with whom.

Major reasons why changes often fail to realise their potential are:

- Unclear direction (unclear goals, and poorly understood plans)
- Poor integration with other initiatives and on-going work
- Unclear roles (people not knowing exactly how and when to contribute)
- Poor coordination (people get frustrated when their flow of work is blocked or delayed)
- Loss of momentum (initial focus is lost and other priorities take away effort)
- Progress is unclear

Other reasons include:

- Lack of perceived importance (urgent short term actions are seen as more important than longer term changes)
- Poor accountability (people don't feel accountable)
- Perceived inequity (workload is not shared equally)
- Effort not recognised (individuals not perceiving rewards for their effort)
- Poor team coordination processes (wastes time and effort needed to contribute to the change)

Manage Change with TASKey WorkNav

Managing change and sustaining on-going work can be extremely difficult. Manually coordinating strategies, projects, tasks, actions, teams and individuals is overwhelming, exhausting, frustrating, and not very effective.

TASKey WorkNav automates the most frustrating and complex aspects of change management; so you can get on with productive work. Using a web browser, simply follow these steps:

Step 1 Create a high level framework of the major tasks required to implement the change.

Step 2 For each major task, create a plan on a page that lists the actions required to complete the task.

The plan on a page provides the connection between tasks to what people actually need to do. Without this explicit connection, people do not know how to contribute to the change.

The plan on a page is being used by over 30,000 people in 100 countries to create easy to understand and implement plans in minutes. The plan includes the task goal, vision, proposed work flow of actions, people involved and responsible, resources and other relevant information.

From one page plans, *TASKey WorkNav* automatically creates a relevant ToDo List for each user.

Step 3 Users do the work by completing actions/To Do's on their ToDo Lists.

TASKey WorkNav automatically updates plans and other people's To Do lists when a To Do is completed.

Plus *TASKey WorkNav* automatically creates a bar chart (Gantt) for each user, so they can see progress graphically.

Step 4 Refine plans during implementation by adding/updating tasks, actions and teams.

TASKey WorkNav automatically keeps relevant people informed and produces reports. You can also template successful plans for future use.

Step 5 Enjoy Success!

Let *TASKey WorkNav* take a lot of the drudgery out of managing change. Manage change, create certainty and distribute the work. *TASKey WorkNav* software helps you eliminate the reasons why changes fail.