

10 Essential Tips For Succeeding In Tomorrow's Workplace

Bernard Marr, Forbes Magazine April 17, 2023

Summary (courtesy of ChatGPT)

1. Be open-minded.
 2. Learn to "unlearn."
 3. Keep up with the latest trends in your industry.
 4. Try implementing a small change.
 5. Ask plenty of "what if" questions.
 6. Step outside of your comfort zone and put yourself in situations that positively challenge you.
 7. Accept that trying new things may lead to failure, and that's okay.
 8. Notice the small changes going on around you.
 9. Don't freak out when things change suddenly.
 10. Practice optimism.
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Detailed Article

New technologies and rising automation. The rapidly evolving pace of work. Regular and vast business disruption, from extreme weather events to a global pandemic. These are all things that individuals and organizations have had to cope with in recent years. And it's just a taster of what's to come. Because in the workplaces of the future, I believe change is going to be even more of a driving factor than it is today. What's more, I'm certain that the pace of change is going to accelerate. In other words, you ain't seen nothing yet!



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This means we must all develop the mental resilience to thrive amidst constant change. Adaptability – literally, our ability to adjust to new conditions – is key to this. If someone is described as "flexible," it essentially means they have a high level of adaptability, and if someone doesn't respond to change so well, it's because they are low in adaptability. (And yes, adaptability can be measured, much like IQ and EQ. It's called AQ, or adaptability quotient.)

I really like how Tony Alessandra and Michael O'Connor describe adaptability in their book *The Platinum Rule*. They say adaptability is made up of two components: flexibility and versatility. The first component, flexibility, is about mindset – it's your *attitude* to change. (This isn't to say flexible people are never wary of change. But they are *willing* to change, which is key.) The second component, versatility, is about aptitude – as in, are you actually *able* to change? People with adaptability are both flexible and versatile; they're willing and able to change.

It's a fascinating way to approach adaptability, not least because it implies we have some control over how we react to change. Therefore, we can all become more adaptable if we're willing to work at it.

With that in mind, here are ten ways to become more adaptable in your work and home life:

1. Be open-minded. A good way to practice this is to listen actively to other people's opinions without judgment or imagining a situation from multiple different viewpoints.
2. Learn to "unlearn," by which I mean don't be afraid to let go of old information and old ways of doing things to make space for new information and methods. Because, in our rapidly changing world, what worked yesterday isn't necessarily going to work tomorrow or the day after that.
3. Keep up with the latest trends in your industry. This will help you stay open to new ideas and uncover exciting new ways of doing things. You can do this through industry magazines, podcasts, audiobooks, YouTube videos, networking events, conferences, or whatever works for you.
4. Try implementing a small change, either at home (for example, changing the layout of your sitting room) or at work (for example, changing the running order of a regular meeting or meeting in a new space). It's a reminder of how invigorating change can be.
5. Ask plenty of "what if" questions. You can use this technique to think about what *might* happen before it actually happens. For example, "What if X aspect of my job changes to Y?" How would you positively navigate the change?
6. Step outside of your comfort zone and put yourself in situations that positively challenge you. If you'd normally avoid a certain social situation, for example, give it a go. If you usually shy away from taking on additional responsibilities and projects at work, actively put yourself forward. Say yes to more stuff, basically.



7. Accept that trying new things may lead to failure, and that's okay. It's all part of learning. As the saying goes, try and fail, but don't fail to try. If you've tried and failed at something in the past – kicking a certain habit, for example – why not revisit it again, this time trying a new technique?

8. Notice the small changes going on around you. If you struggle with adaptability, it can be tempting to pull up the drawbridges and ignore change. But small changes are happening around you all the time – from your colleague's new haircut to an updated company policy. Pay attention to these small changes, and then, when bigger change comes along, you'll be better equipped to see it coming, and you won't be caught off-guard.

9. Don't freak out when things change suddenly. Yes, it's normal to find sudden change stressful, but you're in charge of how you respond to that stress. The best thing you can do here is take care of your physical and mental health and take practical steps to reduce your stress levels – things like having a good sleep routine, exercising, eating nourishing foods, getting out in nature, and so on.

10. Practice optimism. In my experience, adaptable people are generally more optimistic and have a wonderful ability to find satisfaction even in not-so-positive circumstances. So, rather than focus on the things that haven't worked out, try to focus on the positive aspects. Even small steps like changing your language – for example, calling an “obstacle” an “opportunity” – can help.

You could also consider consulting these 2 valuable sources:

Bernard Marr

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