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Essential steps
to make your
future today

Tony Buzan

The worldwide bestselling
author of **Use Your Head**
and the **Mind Map Book**



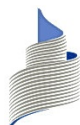
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Embracing Change



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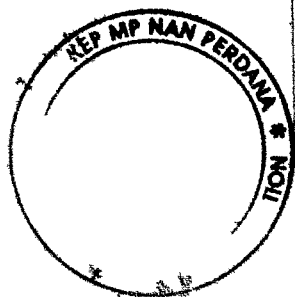


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Embracing Change

ESSENTIAL
STEPS
TO MAKE
YOUR FUTURE TODAY

TONY BUZAN



PUSTAKA PERDANA



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*It is not the strongest of the
species who survive,
not the most intelligent,
but those who are the most
adaptive to change.*

Charles Darwin





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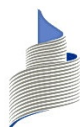
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*The universe is change;
our life is what our
thoughts make it.*

Marcus Aurelius Antoninus



Introduction

- About this book
- Using Change Mind Maps
- Why you owe it to yourself



Change is a feature of our lives from the moment of conception until the moment we die – and perhaps beyond. Change is happening all around us – literally, throughout every millisecond of our lives. Your entire mind–body system is designed not only to deal with change, but to thrive on it.

Embracing Change has been written to help you to understand the concept of change and yourself as an agent of change – to develop belief in your ability to live with and manage the effects of change, whatever the circumstances. You are a Change Thinker and Change Maker, with unique gifts and the ability to transform your own future and to make a positive impact on the world.

Embracing Change has been designed to enable you to identify your goals and to banish fears and false beliefs so that you can develop to your full potential and embrace the change offered in any situation.

Whatever your experiences to date, you have the strength and ability consciously to change the way you think, to break free of past patterns and embrace change as a natural part of that great experience called Life. *Embracing Change* will guide you through the process of recognizing who you truly are, who you want to be, and what you want to achieve.

On a practical level this book has been designed to provide you with a full range of **Tools for Personal Transformation**, which have been distilled from my courses and from the experiences of millions of readers and Change Makers around the world. These can be applied, whatever your personal situation, to enable all periods of change in your life to be viewed as opportunities for personal development.

Throughout you will find quotations from World Class Change Makers, and Case Studies from those who have used Mind Maps® and other techniques to bring about positive change in their own lives. You will choose your own support network of personal Change Masters to refer to and inspire you through your periods of change and will also find Attitude Check Points in the form of Buzan's Change Thinking Quotient, to keep you upbeat and on track.

By the time you have read this book you will have a clearer understanding of:

Change – What it is and how it affects us.

Self-perception – Understanding yourself as a Change Thinker Change Maker: your attitude to change, how you see yourself, how you see you, your vision of the future, and how to release your true potential.



How to embrace change – Using Buzan's Tools for Transformation.

Life-planning – How to manage yourself during times of change: to choose the life you want to lead and take steps to achieve it.

To get the most from these tools you need only to use the single greatest *personal* tool for transformation ever created – Your Amazing BRAIN.

■ Your attitude to change

How well do you know yourself? Do you see yourself as someone who is laid back and goes with the flow? Are you a 'control freak' who has always to know down to the last detail what is going to happen? Do you take care to plan things in advance? How do you cope in a crisis? Do you show anger? Nervousness? How well do you operate under pressure? How well do you cope with the unexpected? Do you see it as a challenge and meet it with a sense of enjoyment? Or is it an irritation, an obstacle sent to try you? When the chips are down – do you have a sense of humour, or do you feel only the need to be serious?

Throughout *Embracing Change*, I will show you just how powerful you are, how great is your personal influence and how all change can be transformed into a force of positive energy. Most importantly I will show you how to use your mind to a greater capacity, as an extraordinary tool for learning new skills, for recognizing – and releasing – your innermost thoughts, dreams and ambitions.

Take the change challenge

Change Challenges come in different forms. What is the Goal you want to plan and prepare for?

Are you about to start a new school/ career/ job?

- Are you weighing up the pros and cons of starting a business?
- Have you a Vision of moving/ renovating a house?
- Will you shortly be getting married?
- Are you expecting or planning for a baby?
- Do you have considerations regarding becoming a step-parent?
- Do you anticipate new responsibilities following a promotion?



■ Are you dealing with the challenges of personal success or public recognition?

Or are you:

■ facing redundancy?

with a loved one who is destroying him or herself through alcohol/ drug abuse?

looking after a sick baby/ child/ parent?

facing personal anguish due to abandonment, divorce or bereavement?

■ supporting your partner through a period of personal difficulty?

faced with overwhelming financial problems?

broke/ overweight/ unfit/ depressed?

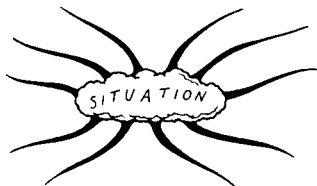
elderly, suffering from illness, or physically weaker than you used to be?

Some changes are exhilarating and sought-after, others may be anticipated with dread and in general avoided. We respond to every situation in life with an emotional response: 'This is how I am feeling', and a logical response: 'These are the facts'. We may be more aware of one response than the other, but in order to bring about constructive change it is important to embrace both these aspects of our thinking, to understand our true responses and determine our future actions.

If your motivation to read this book comes from an impending or recent change in your own life, take a moment to complete the following Change Mind Maps. These can be used as a first base in identifying your current state of mind.

What's Happening?

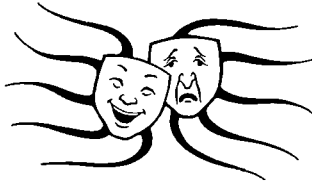
Change Mind Map: 1. Your situation



Place a key word on each line as you think of your current situation.

How Do You Feel About It?

Change Mind Map: 2. Your feelings

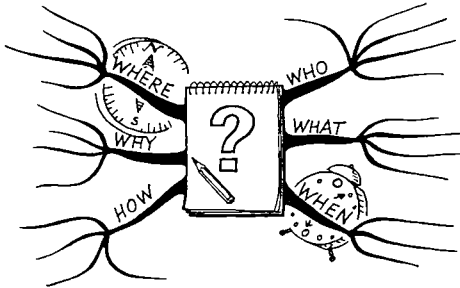


Place a key word (or image) on each line as you capture all your feelings – the obvious ones *and* those beneath the surface.

Are you experiencing positive or negative feelings or a mixture of both? Really let rip, and get rid of the initial blast of emotions. Once you know how you feel about the situation, you can start to look objectively at the facts. If you suddenly think of something to add later, just add it. If you need more lines on your Change Mind Map – just add them!

What Do You Think About It?

*Change Mind Map: 3. The facts – Where? Who? Why?
What? How? When?*



In the centre name the chief cause of change. Put FACTS only to each of the questions. If you are not sure whether it is a fact, add a ? or a !

It often seems, when Change comes, as if there is more than one situation going on at the same time. If you discover there is more than one set of facts emerging, create an additional Change Map.

Now PAUSE – and keep your Change Mind Maps. We will revisit them in Chapter 6. They are an exact reflection of how you are *thinking* at this moment; they will form the basis of your first Mind Map later in the book (see p.104).



You may be surprised that the words you have chosen to describe a traditionally positive change (e.g. captaining the soccer team, getting married, gaining a promotion, having a baby) include elements of fear and apprehension, whereas an enforced change, often assumed to be negative (e.g. the end of a relationship, being made redundant), may on some level show feelings of relief or have the potential to become a positive or liberating experience.

A 'positive' change such as a promotion or the purchase of a new house is usually seen as a time for congratulation, as a new beginning, whereas bereavement or a financial loss is termed a 'crisis' and is seen as a negative change, or an ending. In fact, these are two sides of the same coin. Both require us to enter a state of change. Both require detachment from the past before embracing the future. Both will result in peaks, troughs and vital plateaus as we assimilate knowledge, experience and gain the confidence to move forward.

The following chapters will focus more deeply on your situation and help you to bring about the changes that you want to or need to make.

If you are facing a major crisis at this moment, the Buzan Tools for Transformation will enable you to change your perception, to focus on the opportunity instead of the problem, and to find the POSITIVE in the most negative of situations.

If you are planning to launch your Big Idea, the Buzan Tools and techniques for managing change will keep you focused, motivated and right on track to become the best you can possibly be.

■ Your next steps

From this point onwards you will be encouraged to focus on the possible, to recognize your achievements and your abilities; and, when you are ready, to push back your personal and creative boundaries by making use of the practical exercises that are included here.

You may well be thinking that you already know who you are and you really need to do – and on one level you would be right. But the



between thought and deed can take a long time. Making the move from passive knowledge to affirmative action is the first BIG step.

In our busy, modern lives we do so much by remote control: our 'couch potato' minds spend a lot of time 'channel hopping' and not enough time focusing on seeing the main programme through from start to finish, including the difficult bits. *Embracing Change* will enable you to plan your future so that you are better motivated to concentrate on those things that are related to your goals, and are able to 'video record' those aspects you need to revisit and learn from.

We spend so much time putting energy into our work, our friends, our families, our worries, that we are familiar with only a very small part of ourselves, and hence may have a rigid view of our potential. We are like icebergs in this respect – only a fraction of what we are capable of is visible either to ourselves or others.

With this in mind, I encourage you to use this book as a catalyst for positive change. Free yourself of any rigid ideas you might hold about who you are and what you can achieve, because in doing so you will be pre-judging yourself. Instead, open yourself up to the potential of your infinite capabilities and talents. Whatever kind of change you are facing as you read this book, you have the strength, the ability and the mind power to face it and recreate it on your own terms.

A time of change is a time of personal transformation and you deserve to take part consciously in such an experience. So enjoy the exploration – you will surprise yourself. You owe it to yourself to see how amazing you really are.

■ You are the captain of your spaceship

You are like a captain of a spaceship in the universe, a spaceship made up of your mind and your body and driven by your unique energy and enthusiasm. There are billions of galaxies, and multiple trillions of stars and planets for you to explore. You can go absolutely anywhere you please! But first – you've got to learn to pilot that spaceship, or risk crashing on the nearest planet, or being pulled back into the earth's orbit, entrapped by gravitational pull before you've even learned to fly.





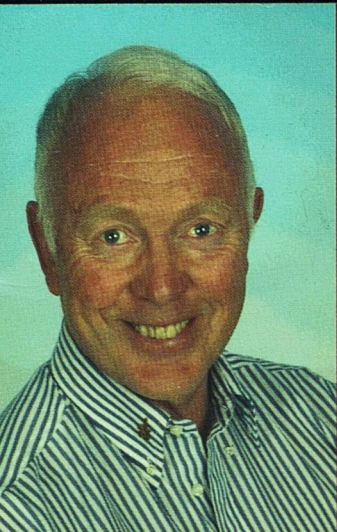
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PART ONE

What is change?





Master change and achieve your goals

Change is a feature of our lives. Everything around us and even inside us is constantly changing, whether we like it or not.

In his latest bestseller, Tony Buzan draws on his highly effective Mind Mapping® and mental development techniques to help you understand and master change. Whatever your current circumstances, Tony enables you to develop your confidence in the face of change, and enhance your ability to transform your future.

Change

Understand change and how you are affected by it.

Enable

Realize how flexible you can be in response to change.

Transform

Use **Buzan's Tools for Transformation** to turn change into opportunity.

Tony Buzan is renowned for his Mind Mapping®, speed-reading and memory techniques, which have been proven to help both adults and children optimize their mental abilities. His million-copy selling books have achieved massive success in more than 100 countries and have been translated into 30 languages.

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