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# CHANGE SUCCESS GUIDE

Unlock Change with  
Confidence - A Practical  
Guide to Thriving Through  
Transitions.

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# Introduction

## Welcome to your Change Success Guide!

This guide is your step-by-step companion for navigating change with confidence and clarity. Whether you're tackling a personal transition, embarking on a new project, or pursuing a bold new goal, it's designed to help you create a solid plan and follow it through to successful completion.

Each section builds on the last, providing you with a structured foundation to move seamlessly from the planning phase to achieving your desired change.

Inside this guide, you will find:

- Activities to help you define your goals and map out your change journey.
- Tools to pinpoint potential challenges, blockers or potential risks and develop strategies to overcome these obstacles.
- A dedicated progress journal to record your wins, reflect on your journey, and celebrate how far you've come.

To wrap it all up, I have included blank templates at the end for noting down tasks, creating your roadmap, and shaping your plan for success.

Let's take the first step together and turn your vision into reality - No Fuss, just impactful results!

## Background

I set up No Fuss Change following a serious health problem where I realised that although my current job was ok, it wasn't doing what I really wanted to do which was help people.

After many years spent in the project and change management world, I wanted to bring my knowledge and experience of that field and merge it with how I wanted to help people, hence No Fuss Change was born.

Professionally I have years of experience of working on and delivering large scale projects, with some being very successful and some less so. Alongside my professional career as a change agent, I have gone through some significant personal changes through my life which has included changing career, setting up a business in my early 20's (and again in my 30's whilst working full time!) moving to a new country, going through health challenges and several more. What this means is that not only do I have the professional skills to help you achieve your goals, but I have also experienced the fear of change first hand and how things can be tough when you want to make a change and things can sometimes feel against you every step of the way. So what you get from me is not a theoretical way of change that the books will talk through, but someone who has been there and gone through it with lot's of success and some failures on the way.

I want to help as many people as possible make their change a reality and after using this guide if you would like some help and support please get in contact. I would love to hear from you and find out more about the changes you want to make and see how we can work together to make it a reality.

Enjoy using the planner and good luck with your change.

Andy, No Fuss Change

## The No Fuss Change Cycle

Before we get stuck in with the steps to complete your change, we need to run through the No Fuss Change approach, which is the change cycle shown below. Although there are many change approaches available (ADKAR, Lewin 3-steps, Kotter), the change approach I use is one that I find the most useful when making a change. As you will see, the approach is a cycle as we once we have put in a change, we can then start the cycle back up to continue making changes. What this means is that instead of having one massive overwhelming change, we can break it down into smaller manageable changes, reviewing our progress as go and making adjustments as needed.

Here is the change cycle:



Here is a breakdown of each of the stages and what is included in them:

**Prepare** – Preparing you and others for the change ahead. In this stage you would be assessing readiness, understanding the reasons for the change and undertaking some stakeholder analysis.

**Plan** – Setting out how you are going to make this change. In this stage you will be looking at what tasks are needed to move you forward, what risks or blockers may exist and what actions you can take to overcome them.

**Do** – This is where you are completing the tasks you have set out in the planning stage.

**Review** – Thinking back and reviewing how everything has gone. Completing the readiness assessment again to see what improvements have been made, what lessons you may have learned and what you need to do differently next time.

After the review stage, you would take all your learning and things you would change into the Prepare phase and the cycle goes on again.

This guide will walk you through some of the steps to make a successful change. As you continue in this guide, the step in the process will be shown on the right of the document so you know where in the cycle you are. Also, don't forget that if your change is massive, consider breaking it down into small changes where you can work through the cycle and make progress.

As always, if you need some advice or guidance, please get in contact and I would be happy to talk you through your change and your progress.

## Step 1: Define the Change

Prepare

The first part of the process is to define the change, by outlining the change you can start to detail out the scope of what you are trying to achieve, how you will measure the success of the change and why you are making the change.

Answer the following questions on your change.

- **What is the change you want to make?**
- **Why is this change important to you?**
- **What does success look like?**
- **When do you want to achieve this change?**

## Step 2: Assess Readiness

Prepare

We now need to assess how ready you are to make the change. This is so that we can identify what areas may need particular focus and what action we can take.

To assess your readiness for the change, answer the following questions by giving them a rating of 1-5.

- **1 = Not at all ready**
- **5 = Fully ready**

### Readiness Assessment

#### Vision and Clarity

- On a scale of 1-5, how clear is your vision for what you want to achieve through this change? \_\_\_\_
- On a scale of 1-5, how confident are you in defining what success looks like for this change? \_\_\_\_

#### 2. Motivation

- On a scale of 1-5, how strong is your commitment to making this change happen? \_\_\_\_
- On a scale of 1-5, how motivated do you feel to work toward your goals, even when faced with challenges? \_\_\_\_

#### 3. Planning

- On a scale of 1-5, how detailed and actionable is your current plan for achieving this change? \_\_\_\_
- On a scale of 1-5, how organised do you feel in terms of tracking tasks, milestones, and timelines? \_\_\_\_



#### **4. Resource Availability**

- On a scale of 1-5, how confident are you that you have the necessary resources (e.g., time, money, tools) to implement this change? \_\_\_\_
- On a scale of 1-5, how strong is your support system (family, friends, mentors) in helping you succeed? \_\_\_\_

#### **5. Emotional Resilience**

- On a scale of 1-5, how prepared are you to adapt to potential setbacks during this change? \_\_\_\_
- On a scale of 1-5, how confident are you in your ability to manage stress and stay focused on your goals? \_\_\_\_

#### **6. Overcoming Resistance**

- On a scale of 1-5, how comfortable are you with addressing internal fears or self-doubt related to this change? \_\_\_\_
- On a scale of 1-5, how well-equipped do you feel to handle external resistance or obstacles (e.g., circumstances, stakeholder concerns)? \_\_\_\_

Total Score =

Date quiz taken =

After completing the readiness assessment, answer the following questions.

**What area(s) did you score the lowest in?**

**What actions could you take forward to increase the score in these areas?**

You will need to keep these answers handy for the planning section as we will need to make sure they are added into your plan.

We will also need to revisit the quiz a few times as you make your change as it's an important part of measuring your progress.

Every time you retake this readiness quiz, remember to add the date the assessment was taken so you can monitor how you are getting on.

### Step 3: Blockers, Challenges & Risks

Plan

Before we look at planning out the tasks to make the change, we need to take a look at what might stop the change from happening. This is where we need an honest review of those things which may get in the way or cause you issues as you start to make progress. These challenges, blockers and risks can be people, resources (money etc), time, knowledge or anything else which will stop you from achieving your aims. Although we will have a starting point at this early stage, blockers, challenges and risks need to be reviewed regularly to check whether they are still causing you a problem, or whether there are new ones that need to be mitigated.

A crucial aspect of identifying challenges/blockers and risks is that each of them need to be scored so we can see where the potential biggest issues may come from. We also do this so that we can closely monitor the biggest areas of concerns and also make sure that we have clear mitigation in place to help avoid the issue actually happen.

To score a challenge/blocker/risk, you need to review the potential impact against the likelihood of it happening and rate it against whether it is low, medium or high. The higher the score, the closer attention we will need to pay to it. To make life easier, we can use a scoring table which is shown below which will give us the score.

LIKELIHOOD	High (3)	3	6	9
	Medium (2)	2	4	6
	Low (1)	1	2	3
		Low (1)	Medium (2)	High (3)
IMPACT				

Once you have identified the challenge/blocker/risk, you will need to review whether there is a low, medium or high likelihood of it actually happening and what the impact would be if it happened. This will give you the score which you can add into your table and give you key areas you may wish to focus on.

Although there are many headings that potentially could be used when identifying challenges, blockers and risks, within the table below I have added some of the key headings as a starting point. These include:

- **Financial** – money and finances. Identifying situations where you could run out of money or overspend.
- **Time and Resources** – time, tools and people. Identifying where you may run out of time or not have the right support or tools to complete the change.
- **Operational** – daily tasks, systems and processes. Identifying where issues may occur with how things are running which may prevent the change running smoothly.
- **Personal** – all relating to you. Identifying where issues with health, mindset or emotions may cause things to stop you being successful.
- **External** – things out of your control. What things outside of your control may impact on your change. Although you may not be able to stop them, we can come up with some contingencies.
- **Technical** – technology. Identifying where you may be impacted by technology issues such as website failing.

Within each of the headings on the table, you will need to capture the challenges/blockers/risks that exist for you.

Here are some examples for a business start-up within the financial heading as a starting point:

## Financial

- Underestimating start-up costs or running out of funds before reaching profitability.
- Unexpected expenses, such as legal fees, software upgrades, or marketing costs.
- Difficulty securing clients or revenue streams in the early stages.

After capturing the challenges/blockers/risks for each heading, you will need to consider the mitigation or contingency plan you will put in place to get around the problem.

When coming up with your mitigations, start with the highest scoring items and then work your way down the list.

A key question to focus on here is 'How will I respond?' and then use the response to the question as your mitigation. The idea with the mitigation is to lower the score of the challenges/blockers/risks so that it lowers the potential for it to happen. This way you are making sure that you are lowering the overall risk of the change not being able to be made and giving yourself the best chance of success.

Here are some examples of mitigation for the financial heading and I have included the risk scoring to show how these mitigations would lower the risk score:

Challenge/Blocker/Risk	Score pre mitigation	Mitigation	Score post mitigation
Underestimating start-up costs or running out of funds before reaching profitability.	6	Remain in employment before switch over to running the business full time	4
Unexpected expenses, such as legal fees, software upgrades, or marketing costs.	4	Ensure additional funds are allocated for unexpected expenses	2
Difficulty securing clients or revenue streams in the early stages.	6	Remain in employment before switch over to running the business full time and utilise marketing plan to increase number of clients	4

Now it's your turn to capture your challenges, blockers and risks. At the end of the guide you will find a blank table that you can use to capture any challenges, blockers or risks. As you identify something add it to the table, followed by using the risk scoring table to allocate a score. Finally add in your mitigation and then repeat the scoring.

As you identify things ask yourself the following key questions as you complete the table...

**What could delay me or block me from completing this change?  
(Challenge/Blocker/Risk)**

**How will I respond?(Mitigation)**

***Just a quick note*** - As you complete the table, you may find that communication becomes a regular theme with many of the mitigations. Often with making a change, effective communication can go a long way to solving many of the problems associated with change such as the fear of change or understanding impacts. Communicating clearly with those around you will go a long way to helping them appreciate the change you wish to make and how you will go about doing it.

### **Tasks to be added to the plan**

Now you have completed the table with mitigations and contingency plans, there may be some tasks that you will need to make sure are included in your plan. Make a note of any actions that you will need to add to the plan in the space below as we will be using them in the next section.

## Step 4 - Action Planning

Plan

### Milestone Planning

A milestone is a key date where a significant task, or a group of tasks will be completed.

Identifying milestones is crucial part of the planning process as it start to break down the overall change into small pieces and make the change seem a little less daunting.

Start by identifying three to five milestones on the table below, followed by adding in the date you want these to be completed. Remember that these need to be significant moments on the road to you completing your change, with the final milestone being when the change will be completed.

Milestone	Date to be completed

# Tasks Planner

We now need to move onto mapping out the individual tasks that are going to be needed in order for you to get to the milestones and complete your change.

To do this, there are a couple of ways in which we can plan out our tasks. One is the table approach and the second is mind mapping the tasks. I have included both in the guide so that you can take a look at both approaches and see which one works best for you.

## Table approach

With the table approach, use the sheets provided at the end of the guide and start by adding in your milestones into the table, giving yourself several lines of space in-between each milestone.

Something like this...

Task and Milestones
Milestone 1
Milestone 2
Milestone 3



Then start adding in the tasks that you are going to need to complete to get you to the first milestone, don't worry if they are not in the perfect order as yet, just get them down into the table for now. Focus solely on the first milestone and the tasks that you will need to complete in order to get you there.

When you have completed the first set of tasks to get you to your first milestone, take a look at the list, are there some tasks that need to be completed before others. If they do, re-write the list so that each task is now in a logical order in order to get you to your first milestone. There are some extra pages at the end of the guide that you can use if needed so you can write and re-write the table as needed.

Once you have rewritten the list of tasks, you will now have a list of tasks to get you to your first milestone, hurrah! All that's left to do is repeat this for milestone 2 and so on.

## Mind mapping approach

The second approach is mind mapping tasks which you can then form into a plan. This approach starts with mapping out your milestones in the same way as before, which is followed by creating a mind map of all the tasks that will be completed in order to achieve that milestone. The advantage of this approach is that you can get everything down without the need to focus on the order as this is completed at the next stage.

I have added some blank sheets at the end of the guide that you can use or if working online tools such as PowerPoint, Google Slides or Canva can be used to create your mind map.

To start using this approach, add in the milestone name into the centre of the mind map and then add in all of the possible tasks that will be needed to achieve this milestone.

Once you have completed the mind map it will look something like this.



After adding in all the tasks, you can then look at what order they need to be completed in. You can do this by adding numbers next to the tasks or moving them to be in a list. You can then repeat this process for all the other milestones until you have your list of tasks and the order they need to be completed.

Once you have repeated the process for all milestones, you can move the tasks onto the planner at the end of the guide and move onto the next step.

## **Putting it all together, adding dates**

After you have mapped out all of the tasks, you now need to add in some completion dates. As with the previous methods, use the milestones as your reference for the dates and when tasks need to be completed.

Look at the first milestone and when this needs to be completed, followed by reviewing the list of tasks that need to be completed in order for you to achieve this milestone. Work backwards from the milestone date and add in dates for each of the tasks. As you do this, you may find that it becomes difficult to add in dates or some tasks don't seem to be achievable. This is a normal part of the planning process and if you come across this some adjustments may be needed to the milestone date, or if this cannot be moved, see what tasks may need to be completed at the same time or even if some are needed to be completed. At the end of this process you will have a list of tasks and their dates, alongside when you will hit your first milestone.

After completing the first milestone, repeat the process for the other ones until you have created your planner. There are planning sheets at the end of the guide that you can use to create your plan and I have added a few sheets in for you to use and please copy these as needed until you have your final plan.

## Step 5 - Making the Change

Do

### First Steps Plan

Now, the planning phase can take a while, but its also important that its not used as a way to procrastinate over whether you have the perfect list of tasks and whether the plan is 100% accurate. In short, it wont be! There will always be things that come along and cause the plan to change or tasks that may not have forgotten. The key bit is to start making progress and adjust as you go along. We will take a look at this in a second, but we need to get cracking with some activity to get the ball rolling.

What are the first five actions that you are going to complete to get started on your journey?

These tasks should be ones that you can complete within the next week to give you the best start for your change.

In the table on the next page, add in the task that needs to be completed, the date you will complete it and then when its done mark it as complete.

When you have completed all five tasks, make sure you have a little celebration to mark their successful completion and then move onto the next step.

#	Task Description	Due Date	Completed
1			
2			
3			
4			
5			

## **Working through and achieving your plan – two weekly reviews**

You have your plan, you have completed your first five tasks and have started on making your change! Now we need to keep up the progress and momentum. Part of this is motivation which we will look at in the next section, but part of keeping motivated is making progress towards your goal as you can see the finish line getting closer. This is where regular reviews come in as you can check progress, make adjustments as needed, add in tasks and tick off what you have completed.

A method to review progress on your plan is by setting up two weekly blocks of tasks to be completed which are then reviewed. By breaking the tasks down into shorter blocks, the tasks become more achievable and you can also adjust course as needed.

The way this should be structured is to take a look at your list of tasks on a Monday morning and see what can be completed in the next two weeks. Then pop in a review for the following Friday afternoon where you will review what has been completed. At the Friday session, take a look at your list of tasks and mark off what you completed and what may be left over.

Anything not completed in the two weeks will roll over into the block of time for the next two weeks, so its important to complete everything to avoid being overwhelmed with tasks.

I know it may sound a bit silly, but actually block out a time to complete these sessions so they do get completed as without them things can go off track quickly so its vital to keep track of progress.

To help, here is an agenda for the Monday and Friday sessions as a way to get started.

### **Monday planning session**

- Tasks not completed from last period to be rolled into this two weeks
- New tasks that may need to be added into the plan
- Tasks to be completed in the next two weeks
- Review of dates to be completed
- Map out when tasks will be completed

### **Friday review session**

- Tasks completed over the past two weeks
- Tasks to be rolled over to the next two weeks
- Review of any new challenges, blockers or risks
- Celebrate successes

Once you have the flow up and running, its simply a case of repeating this until all tasks have been completed and your change has been made. Just don't forget to have a massive celebration when you have completed your change!

## Step 6: Review, Reflection & Motivation

### Review

The final part of the guide is the review stage where you need to check progress and see if any adjustments are needed.

At this stage, you will need to return to the questions you answered in Step 1 and the readiness assessment that you completed in Step 2 and answer the questions below. If you make a note of your answers, these can be used when you next go around the change cycle or when you want to make another change.

#### **Review the questions from step 1:**

Did you make the change you set out to make? Yes/No

Did you achieve the success you outlined in step 1? Yes/No

If No, what prevented you from making the change as you set out?

What improvements or adjustments would you make next time?

What has your learning been through making this change?

Are there any actions that you didn't complete? Yes/No

If yes, make a list below of any outstanding actions that still need to be completed



## Complete the change readiness assessment

Complete the change readiness assessment, but complete it now that the change has been made.

Answer the following questions by giving them a rating of 1-5.

- 1 = Not at all ready
- 5 = Fully ready

### Vision and Clarity

- On a scale of 1-5, how clear is your vision for what you want to achieve through this change? \_\_\_\_
- On a scale of 1-5, how confident are you in defining what success looks like for this change? \_\_\_\_

### 2. Motivation

- On a scale of 1-5, how strong is your commitment to making this change happen? \_\_\_\_
- On a scale of 1-5, how motivated do you feel to work toward your goals, even when faced with challenges? \_\_\_\_

### 3. Planning

- On a scale of 1-5, how detailed and actionable is your current plan for achieving this change? \_\_\_\_
- On a scale of 1-5, how organised do you feel in terms of tracking tasks, milestones, and timelines? \_\_\_\_

### 4. Resource Availability

- On a scale of 1-5, how confident are you that you have the necessary resources (e.g., time, money, tools) to implement this change? \_\_\_\_
- On a scale of 1-5, how strong is your support system (family, friends, mentors) in helping you succeed? \_\_\_\_

### 5. Emotional Resilience

- On a scale of 1-5, how prepared are you to adapt to potential setbacks during this change? \_\_\_\_
- On a scale of 1-5, how confident are you in your ability to manage stress and stay focused on your goals? \_\_\_\_

### 6. Overcoming Resistance

- On a scale of 1-5, how comfortable are you with addressing internal fears or self-doubt related to this change? \_\_\_\_
- On a scale of 1-5, how well-equipped do you feel to handle external resistance or obstacles (e.g., circumstances, stakeholder concerns)? \_\_\_\_

Total Score =

Date quiz taken =

What area(s) did you score the lowest in now that you have reviewed it?

Did your score improve from the first time you completed the readiness assessment?

Are there any actions that you can take into the next round of changes?

## **Moving into the next cycle**

Now that you have made your change and collated what went well and where adjustments may be needed, you can now move back into the Prepare stage and the cycle continues again. With any actions that are outstanding, in the Prepare stage, take a look and see whether these are needed and if they are just add them to the next plan so they can be completed. You can then make the change, review the change and work back through the cycle again to continue making changes and progress.

## Step 6: Review, Reflection & Motivation

### Review

The change cycle provides a way to set out your change and make progress, but when making a change its not just as simple as working through stages and completing actions. Maintaining motivation when making a change is really hard and sometimes it feels like pushing water uphill. So we need to also think about ways to remain motivated throughout the change, with a reflection journal.

This may not be for everyone, but keep a reflection journal is a way of capturing progress and seeing that change is happening. If journaling is not for you, then no worries and maintain progress with the two weekly blocks of time, however, if you are willing to give it a go get yourself a blank pad and on the first pages write in the information you captured right at the start of this guide:

- **What is the change you want to make?**
- **Why is this change important to you?**
- **What does success look like?**

Having these at the start of the journey will maintain your focus on what it is you are changing and crucially the why. When times feel tough, always refer back to these three questions as they provide the foundation of why you have embarked on this change journey.

Using a blank page either daily, weekly or monthly, write down and answer the following questions.

- **What progress have I made?**
- **What challenges did I overcome?**
- **What small wins can I celebrate?**

By reflecting back you will be able to see where you have made progress and what challenges you have had to overcome. This is vital as making a change can sometimes feel the biggest and most daunting task ever, so by capturing your progress you can see that you are working towards your goal and chipping away bit by bit. Have a go and see how you get on.

## Motivation

To help keep you motivated throughout your change, on the next page is a motivation checklist that you can keep referring back to and tick off as you work through each action.

The checklist gives daily, week and monthly ways to maintain motivation and when you get into the routine of the activities, you will remain motivated and complete your

## Motivational checklist

### Daily

- ☐ Revisit your "why"—remind yourself of the purpose behind your change.
- ☐ Set a small, achievable goal for the day.
- ☐ Celebrate one win, no matter how small (e.g., completing a task, overcoming resistance).
- ☐ Reflect on any challenges and brainstorm ways to overcome them.
- ☐ Practice one act of self-care (e.g., mindfulness, a walk, or a healthy meal).

### Weekly/Fortnightly

- ☐ Review your progress—what milestones have you hit?
- ☐ Adjust your plan or timelines to stay realistic and focused.
- ☐ Share progress with a supporter (family, friend, coach)
- ☐ Acknowledge areas for improvement and identify tasks to address them.
- ☐ Reward yourself and celebrate success for sticking to your goals or making meaningful progress.

### Monthly

- ☐ Evaluate your overall progress and your motivation levels—are you staying on track or do you need to adjust?
- ☐ Reflect on your vision for success—where will this change take you?
- ☐ Reflect on your journal, your progress made so far and the challenges you have overcome
- ☐ Plan one fun or inspiring activity to re-energise yourself and stay motivated.
- ☐ Celebrate your successes so far

### Bonus Tips

- **Stay Flexible:** Don't stress if you need to adjust goals or timelines - it's part of the journey of change.
- **Focus Forward:** When challenges arise, remind yourself of the bigger picture and the progress you've made. Always go back to your reason for making the change in the first place.

## Final thoughts

By following the steps outlined in this guide, you will be set up for success on your change.

There are a number of spare tables and resources in the next section which you can use to map out and plan your change.

In this guide, we have only begun to scratch the surface of change and if you would like other useful templates and guides, please visit the website [www.nofusschange.com](http://www.nofusschange.com) where you will find loads of free information that you can use to assist you. Also, if you need 121 advice and guidance, just let me know. You can book a free initial chat via the website and I would love to work together to bring your change to reality.

Best of luck

# Tables and additional materials

## Challenge, Blockers and Risk Tables

Challenge/Blocker/Risk	Score pre mitigation	Mitigation	Score post mitigation
Financial			
Personal			



Operational			
Time and Resources			

Technical			

Tasks and Milestones

Task and Milestones

Tasks and Milestones

Task and Milestones

Tasks and Milestones

Task and Milestones

Task Planner with due dates

#	Task Description	Due date

Task Planner with due dates

#	Task Description	Due date

Task Planner with due dates

#	Task Description	Due date



Task Planner with due dates

#	Task Description	Due date

## Mind Maps







