Quarterly Leadership

Plan of Action

 **Plan of Action:** An action plan for leadership helps us identify our strengths and weaknesses so that we can take action to become a stronger, more effective leader. Basically, the leadership action plan is an insightful way to plan how you will take action to develop the skills necessary to assume higher-level leadership practices. Traditionally, we tend to focus on improving our weaknesses. However, research has shown that by enhancing our strengths, we can reap greater benefit. Consider where you are strongest and how you might lean into your strengths in the coming quarter.

 **Instructions:** Begin with a self-assessment. Then complete the ‘My Commitment’ section, identifying Assignment (s) you plan to complete. Next, select the weeks you plan to accomplish the assignment you’ve given to yourself. Spend time at end of quarter reflecting on your commitment level.

***MY TOP 3 STRENGTHS AND WEAKNESSES:***

|  |  |
| --- | --- |
| 1.
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|  |  |

***MY COMMITMENT (S):***

|  |  |
| --- | --- |
| 1.
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|  |  |
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***QUARTERLY ACTION PLANS***

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| --- | --- |
| Work Plan Week **1-3** | Work Plan Week **6-8** |
|   |  |
| Work Plan Week **4-5** | Work Plan Week **9-10** |
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**END OF QUARTER EVALUATION**

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| --- |
| **How would I rate myself in terms of commitment?** Circle one: Highly committed, fairly committed, or not really committed |
| **Why do I see myself this way?** |
| **What could I do better/different next quarter?** |

***Reflections on the quarter***

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| --- |
| Challenges |
| Goals Achieved |
| Accomplishments |

***Examples for how to address challenges you identified:***

* Commit to 1 to 5 hours per week to … (read, watch training videos, attend xx)

Make adjustment to hours if by second week it does not seem sufficient or doable

* Talk about leadership challenges with someone else (join a mastermind group or find an accountability partner) – develop a plan including how often you’ll meet and what you’d like to discuss.