

Action Planning

By increasing your comfort with adopting different mindsets, you can increase your agility and therefore your ability to navigate countless situations. To get started, fill out this action plan for the mindset you want to work on first. You'll need to refer back to the appropriate "Take Action" page in your report.

List the mindset you've chosen to work on first:

Self-Assured

Why did you choose this mindset? List 1–2 examples, either from past interactions or future opportunities, where this mindset would be valuable.

1

I want to be more of a leader at work, and I can't do that if I'm afraid to speak my mind, stand up for myself, or displease someone.

2

Based on the corresponding "Where should you start?" statements, list the step you will start with:

Get better at delegating.

What is your biggest obstacle to completing this step?

Relationships are very important to me, and I worry that people will get annoyed with me if I try to "pass my work off on them."

How will you overcome this obstacle?

Remind myself that everyone benefits when tasks are distributed efficiently and fairly. With my new responsibilities, it doesn't make sense that old tasks still have not left my plate. Delegating them will make me better at my job, by freeing up time for strategic planning and cultivating partnerships. The projects I delegate will also benefit from new energy and new perspectives.

Write down some changes you hope to see as you work on adopting your chosen mindset. What are some signs you will look for to know you're on the right track?

1. Audit my tasks and determine which fall outside the scope of my job responsibilities.
2. Choose one each month to address until the list is complete.
3. Make a plan to hand it off, consulting with my manager and team as needed.
4. Keep a journal about how I approached each task hand-off and how it made me feel before and after. Does everyone hate me now as I secretly feared, or is the reality a bit less dramatic?