



The Right Reflection®
BUILDING LEADERSHIP EXCELLENCE



PHYSICIAN LEADERSHIP ACADEMY

3 Vital Questions:

EXERCISES-SESSION THREE

5-Step Action Planning Worksheet

Deliberate and long-term action will allow you to sustain the shift from DDT to TED*. If you don't have a way to take action, your good intentions fall flat. The following structure allows you to live in the tension and create the outcomes you want:

1. Create Your Outcome:

What do you want? If you had it, how would you know it?

2. Assess Your Current Reality:

Where are you right now?

Tell the truth about the situation.

3. Recognize What Supports Your Outcome

What is working?

What is going well that you can build upon?

4. Recognize What is Inhibiting Your Outcome

What is not going well?

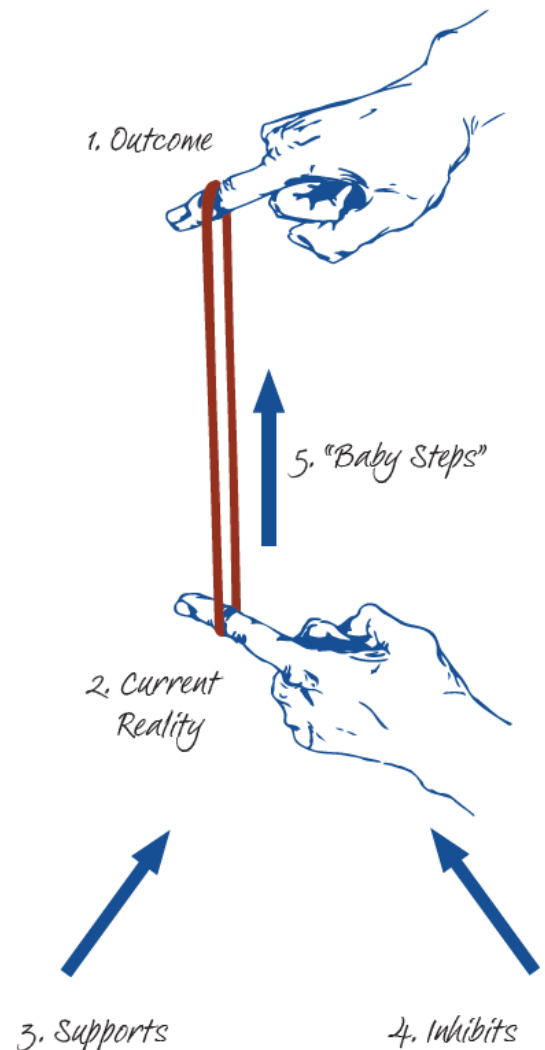
What problems/obstacles stand in the way of your outcome?

5. Identify Baby Steps

What could you STOP, START, KEEP or CHANGE?

You "own it" 100 percent.

Take action in the next 30 days.



1. Focus on your desired outcome.

To help you focus on your desired outcome, consider these questions:

- What do you want to create?
- If you could have, do, or be anything—what would it be?
- Do you really care about the outcome or do you just think you “should” care about it?

Tips:

- State the outcome in the affirmative (what you want) and in present tense language.
- Be bold and unlimited by doubts of possibility.
- Identify defining elements, qualities, characteristics, and/or success criteria.

Desired Outcome:

If you achieved the desired outcome, how would you know it?

2. Assess your current reality.

- What is going on now in relation to your outcome?
- Be honest and objective. It thwarts the creative process to deny, minimize, or explain away current reality.
- Aspects of the current situation to consider may include:
 - Objective facts (time, money, age, education, relationships, etc.).
 - Feelings (not labeled as good or bad, just that they exist).
 - Skills and abilities of self and others.
 - Observable behavior of self and others.

Describe your current reality.

3. What's happening that *supports* your desired outcome?

4. What's happening that *inhibits* your desired outcome?

5. Identify Baby Steps. Now determine what you *could* or *might do* to begin to move current reality toward the vision.

These steps should be small, actionable steps that are doable. Ask yourself: What could I STOP, KEEP, CHANGE, or START doing?

STOP

KEEP

CHANGE

START

Of the possible next steps, which have the highest potential to contribute forward progress to your envisioned outcome?

- Which possible next steps most excite and energize you?

- Which can you get started on right away?

There are two important criteria for defining a Baby Step:

- It is something that is **doable**—something you can really take action on.
- It is **100 percent yours to do**. This one causes you to clarify your own responsibility.

You cannot make someone else take a step for you. Doable and 100 percent yours to do are essential criteria for selecting your Baby Steps.

List 1–3 Baby Steps that are actionable, 100 percent yours to do and that you can get started on in the next 30 days. Also indicate a date by which you intend to have taken the Baby Step.

1. _____ by _____

2. _____ by _____

3. _____ by _____