

# Personalized Action Plan: Leadership & Culture



**INSTRUCTIONS:** Take 10–15 minutes to fill out each section. Be specific, realistic, and choose actions that will create meaningful impact in your business.

**1. Leadership Focus Area:** What is one aspect of your leadership you want to strengthen first (e.g., communication, feedback, delegation, recognition, engagement, inclusivity)?

**My focus area:**

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**2. Culture Opportunity:** What's one area of company culture you'd like to improve (e.g., trust, transparency, innovation, accountability, psychological safety)?

**Culture area to target:**

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**3. Specific Actions:** List 2–3 concrete steps you will take in the next month to address your focus areas above. (Example: "Hold monthly listening sessions," "Give (bi-)weekly feedback to direct reports," "Launch a values recognition program.")

**Action 1:**

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**Action 2:**

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**Action 3:**

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**4. Resources & Support Needed:** What tools, resources, or support do you need to succeed? (Example: Templates from workshop, buy-in from peers, check-in from a coach.)

**I need:**

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**5. Success Measures:**

How will you know you've made progress? List 1–2 outcomes, behaviors, or business results you expect.

**I'll know I'm succeeding when:**

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**6. Accountability & Next Steps**

- Who will keep you accountable? (Peer, coach, direct report, self)
- When will you check your progress? (Set a review date)

**Accountability partner:**

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**Date for check-in/review:**

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**Reflection:**

What's the biggest mindset shift or leadership habit you want to build as you implement this plan?

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**OPTIONAL:** Bring this completed action plan to the next session or share it with your accountability partner for feedback and refinement.