



## Interactive Leadership Action Plan Worksheet

Participant Name: \_\_\_\_\_

Date: \_\_\_\_\_

### 1. Define Your Leadership Goals

- **Prompt:** What are the key leadership qualities you want to develop or enhance this year? Consider aspects like communication, ethical practices, or innovation.
- **Your Goals:**
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

### 2. Outline Your Strategies for Each Goal

- **Instructions:** For each goal listed above, describe the strategies you will use to achieve them. Consider training, mentoring, or new practices you want to implement.
- **Strategies:**
  - **Goal 1 Strategy:**  
\_\_\_\_\_
  - **Goal 2 Strategy:**  
\_\_\_\_\_
  - **Goal 3 Strategy:**  
\_\_\_\_\_

### 3. Establish Metrics for Success

- **Prompt:** How will you measure the success of each strategy? Think about feedback mechanisms, self-assessment, or performance metrics.
- **Metrics:**
  - **Goal 1 Metrics:**  
\_\_\_\_\_
  - **Goal 2 Metrics:**  
\_\_\_\_\_



- **Goal 3 Metrics:**

\_\_\_\_\_

#### 4. Create a Timeline for Achieving Your Goals

- **Instructions:** Set a realistic timeline for each goal, including key milestones you aim to achieve along the way.
- **Timeline:**
  - **Goal 1 Timeline:**  
Start: \_\_\_\_\_ Mid-point Check: \_\_\_\_\_ End: \_\_\_\_\_
  - **Goal 2 Timeline:**  
Start: \_\_\_\_\_ Mid-point Check: \_\_\_\_\_ End: \_\_\_\_\_
  - **Goal 3 Timeline:**  
Start: \_\_\_\_\_ Mid-point Check: \_\_\_\_\_ End: \_\_\_\_\_

#### 5. List the Resources You Will Need

- **Prompt:** Identify resources such as training materials, professional help, or technology tools that will assist you in reaching your leadership goals.
- **Resources Needed:**
  - **Goal 1 Resources:**  
\_\_\_\_\_
  - **Goal 2 Resources:**  
\_\_\_\_\_
  - **Goal 3 Resources:**  
\_\_\_\_\_

**Signature:** \_\_\_\_\_ (Optional)

**Date of Completion:** \_\_\_\_\_

#### How to Use This Worksheet

- **Preparation:** Print or distribute this worksheet digitally before a leadership development session.
- **Activity Duration:** Set aside dedicated time during the workshop for participants to complete each section, encouraging deep thought and realistic planning.



- **Discussion:** After completing the worksheet, have participants share their goals and strategies with a partner or in small groups to foster collaboration and gain feedback.
- **Follow-Up:** Encourage participants to review their action plan regularly and make adjustments as needed. Consider setting up a follow-up session to discuss progress and challenges.