DeW LEARNING CREW | FRIDAY, OCTOBER 23, 2026

My Intentional Leadership Action Plan

Leading with Intention: Practical Strategies for Women Managing Teams and Growing Businesses

Brandy Trout, DSL

From Good To Grace
TRAINING & DEVELOPMENT

This worksheet follows the session section by section, so keep it open and write as we go. Nothing here will be collected, and nothing needs to be shared unless you choose to share it. The goal is not perfect answers but honest ones, because honest reflection is where intentional leadership begins. By the end of our time together, the last page will hold a seven-day plan you can start on Monday.

Before We Begin

How many hats have I worn today, and which one wore me out the most?

The question that is loudest for me today (check one):

- ☐ 1. Accountability without tension
- ☐ 2. Carrying too much
- ☐ 3. Growing without burning out

Intention Is A Choice

Pause → Clarify → Act → Follow through

Where do I most often skip the pause and go straight to doing it myself?

Notes

MOVEMENT 1

Lead With Clarity

Accountability without unnecessary tension

The coffee story: What frustrated the team more, the tardiness or the message it sent?

A standard I expect from my team that I need to model more consistently myself:

My CLEAR Conversation Planner

The conversation I need to have, and with whom:

	Step	What I will say
C	**Clarify the expectation** *What did we agree to?*	
L	**Listen to understand** *What question will I ask?*	
E	**Explain the impact** *How does this affect the team or patients?*	
A	**Agree on ownership** *What will they commit to?*	
R	**Revisit the commitment** *When will we check in?*	

The Accountability Test

- ☐ Is the expectation clear?
- ☐ Am I modeling it?
- ☐ Is ownership explicit?
- ☐ Will I follow through?

This situation is most likely a:

☐ Skill gap ☐ Resource barrier ☐ Choice

MOVEMENT 2

Lead With Confidence

From proving yourself to developing others

Reflection: What am I still trying to prove?

A strength that helped me survive	How I want to use it differently now

Leading or Carrying?

When someone brings me a problem, the response I give most often is:

- ☐ A. Rescuing: “I’ll take care of it.”
- ☐ B. Coaching: “What have you tried?”
- ☐ C. Ownership: “What do you recommend?”

The Ownership Shift

Circle the one question I will practice this week:

1. What have you tried?
2. What options do you see?
3. What support do you need?
4. When will you follow through?

Good delegation includes decision rights, resources, and a check-in date. For the task I hand off:

They can decide: _____ We will check in on: _____

Notes

MOVEMENT 3

Lead for Sustainability

Growth that does not depend on one person's endurance

The Pressure Test

If my business grew 25% tomorrow, what would break first?

☐ People ☐ Processes ☐ Priorities ☐ Me

Three Foundations of Capacity

People: One person I will develop to solve problems, not just report them:

Processes: One handoff or expectation I will write down so it does not depend on me:

Priorities: The time I will protect each week for coaching, planning, and decisions only I can make:

Protect Your Energy: Keep. Hand Off. Let Go.

List three things you did this week and sort each one.

Keep *Only I can do this, and it matters*	**Hand off** *Someone else could own this with support*	**Let go** *This no longer needs doing, or doing this way*

APPLICATION

My 7-Day Leadership Plan

Choose one specific action in each area below and make each one small enough to finish within seven days. Small, consistent shifts are what turn good intentions into lasting leadership habits. If you are not sure where to start, borrow one of the examples and adjust it to fit your team. When you finish, share one commitment in the chat, because saying it out loud makes follow-through far more likely.

CLARITY	**One expectation I will name or model:** *Example: Clarify the huddle start time and arrive early myself.*
OWNERSHIP	**One responsibility I will stop carrying and develop in someone else:** *Example: Ask my team lead for a recommendation before I step in.*
SUSTAINABILITY	**One change to protect my capacity and well-being:** *Example: Block 30 minutes each week for planning.*

My Commitment

Over the next seven days, I will lead more intentionally by:

By (date): _____ I will tell: _____

How I will know I followed through:

Lead with intention, not perfection.

You do not have to carry everything to lead well.