HOW-TO-CHANGE-ANYTHING ACTION PLAN



1		The problem I'll address:
CLARITY	l understand the change	My vision for myself, my team or organisation (what success looks and feels like):
		The success metric (how we'll know when we've succeeded):
2		Why the status quo can't remain:
COMMITMENT	I'm dedicated to making it happen	From this fear or limiting belief:
		To this useful belief:
3		Knowledge needed:
CAPABILITY	I'll learn & apply the knowledge & skills	Skills, practice or new habit needed:
4		When & how I will tackle it:
CAPACITY	I'll sacrifice something to free up time to change	What I'll cease or sacrifice to make space:
5		How I'll maintain & track progress:
CONSCIENT- IOUSNESS	I'll follow-through until the new way is an embedded habit	Reinforcement mechanisms I'll establish to make it stick:

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THE HOW-TO-CHANGE-ANYTHING (HTCA) MODEL THE LEADER'S ROLE TO 'INFLUENCE UP'

		Change Readiness			Change Adoption & Embedding		
Human Needs:		Clarity	Commitment	Capability	Capacity	Conscientiousness	
		Problem understood Change vision & metrics known Clear risks, impact & plan	See importance Feel confident Are engaged	Demonstrated Practiced Learned	Time re-allocated Prioritised new Sacrificed old	Follow-through Discipline Final push	
Change Pace & Ease	10x	Understanding	Dedication	Mastery	Prioritised	Embedded	
Pull Zone	5x	Known	Acceptance	Habitual	Scheduled	Routinised	
↑ Change leaders influence up							
	Зх	Ambiguous	Compliance	Skilful	Attempted	Supported	
Push Zone	2x	Nebulous	Resistance	Knowledgeable	Stalled	Striving	
Change Slow & Sluggish	0	Unknown	Unaware	Novice	Ignored	Unmotivated	

Where on each pillar are you (or your team), for your change aspiration?



