

Personal Impact Plan

“Less Tired. More Inspired”

AA Course 4215



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Personal Impact Plan for Educational Leaders

“Less Tired. More Inspired” AA Course 4215

Turning inspiration into sustainable action

General Information for Course Credit:

First Name:

Last Name:

IEIN Number:

School/District:

Job Title:

Email:

Personal Impact Plan Purpose

This Personal Impact Plan Reflection is your final step of the course. You’ve already explored what lights you up and how to bring more of that into your work and life. Now it’s time to turn those insights into a concrete plan; a plan that helps you thrive, stay energized, and ripple that energy into your school community.

Set aside some time and let’s design a plan you can actually live by.

A. Reconnecting to What Matters

Before jumping into daily/weekly goals, take a few minutes to reconnect with what resonated most for you in the course.

Reflection prompts

1. What moment or message from the course stuck with you most and is something you know you need to act on? (Er’s? Character Strengths? Daily Schedule? Giving Our Gifts? Something Else Entirely?)
2. What are you most hopeful and motivated about when moving forward?
3. How do you feel your personal life, professional life, and those you serve will benefit from an even more energized and giving version of you?

B. Crafting My Ideal Leadership Day

Your workday is the canvas. Let's work towards what "thriving" looks like for you.

Reflection prompts

What Do You Really Want?

1. What are three specific things/goals that you would like to make a greater positive impact on? Be specific and know that they can be personal, professional, and/or for you and/or those you serve. (**THIS IS A VERY IMPORTANT REFLECTION!**)

What Really Fuels You?

2. What parts of your current typical work day bring you energy or make you feel fully alive? (Reference your time audit for help if needed!)
3. List the sporadic things that randomly give you a quick boost of energy or joy during the work week. The more the better!
4. What are things you truly enjoy and thrive when doing that you could give/share/experience with those you serve?

What Really Drains You?

5. List the parts of your current typical work day (tasks, routines, habits) that feel draining, repetitive, or misaligned with your values? (Reference your time audit for help if needed!)
6. Which of these obligations above no longer serve your goals, values, or energy?

What Should You Be Working Towards?

7. Now place all of the typical and random parts of your day that you listed and mentioned above into the three boxes. Where should each one go? (Be honest with yourself!)

Do More Often	Do The Same Amount	Do Less Often

What Can You Reduce and Declutter?

8. For the “Do Less” box, what could you stop, simplify, say “no” to, tweak, approach with a character strength, or delegate so that less of those drains show up in your day? (AI? Secretary? Schedule Something Less Often? Make More Efficient? Cancel? Make More Enjoyable?)
9. How will you professionally communicate or set boundaries so that you protect your energy but still honors your responsibilities?

What Can You Increase for Greater Impact?

10. For the “Do More” box, what are actions you can easily add to your daily schedule that might only take a few minutes, but can really help support your energy and those three specific things you mentioned at the beginning of this section for “What do you really want?”
11. What support or system could help you stay consistent with adding this energy boosters? (Set a daily phone reminder?, Schedule a recurring meeting block titled ‘Recharge.’? Place the small acts in your calendar on repeat and protect that time?)

C. Creating Your Positive Daily Check-List

We are used to To-Do lists for work and all that we have to accomplish; but how often do we make a daily positive check list? Let's create a Powerful and Positive checklist of all the things we would like to do every single day. Be sure to reference your Er's, character strengths, and the previous section to make sure that list is full of things that lift you up, help you feel more fulfilled, and work towards your positive goals.

Note: These items don't have to take a long time. Some can be a simple 1-2 minute action you take daily.

[illegible]

D. Setting My Accountability Plan (How will I not just go back to old habits?)

Change only sticks when you are intentional about building it in.

Before we reflect on how to hold ourselves accountable, here are 10 ideas that might help you get in the right mindset.

1. **Weekly ER's Check-In**
Pick one day each week to review what energized you, what drained you, and what you want to adjust.
2. **Visible Reminder**
Keep your Positive Checklist or your Do More / Do Less list somewhere you see daily.
3. **Calendar Block**
Add your energizing actions directly into your schedule so they actually happen.
4. **Accountability Partner**
Share your goals with a trusted colleague and check in briefly each week.
5. **Daily Energy Rating**
End each day with a quick 1–5 score to notice patterns and progress.
6. **Friday Reflection Email to Yourself (schedule send)**
Ask yourself three questions: What did I do more of? What did I do less of? What impact did it have?
7. **30-Day Streak Tracker**
Mark each day you follow through on one energizing action and watch your streak build.
8. **Small Weekly Celebration**
Acknowledge one positive shift each week to reinforce the behavior.
9. **Pre-Commitment Pause**
Check your Do Less list before saying yes to a new task to stay aligned with your goals.
10. **Monthly Quick Review**
Take five minutes once a month to review what's working, what isn't, and what needs adjusting.

Reflection prompts

1. How will you hold yourself accountable to your positive checklist, do more list, and do less list?
2. How will you celebrate your wins of consistency and impact?
3. Who can you share this plan with for accountability and support?
4. What daily, weekly, or monthly check-in habit will you use to stay intentional and aware of your growth?
5. Life is busy and we all know it is easy to go back to our same old routine...even if isn't serving you well anymore. What will you do to make sure that doesn't happen?

E. Creating Your Ripple Effect

Your thriving isn't just about you; it's about the waves you send through your team, students, and community.

Reflection prompts

1. How will these changes through your "Do More", "Do Less", and "Positive Checklist" actions impact the people you lead and serve?
2. What might your team notice when you are operating with more energy and purpose?
3. What specific behaviors from you could inspire others to care for their own well-being or rediscover joy in their work?
4. How can your personal choices and changes be supporting the positive change you are looking for in your building(s)? Remember your three main positive goals from Section B?
5. Describe what your "thriving leadership" looks like in your building when you're at your best.

F. Your Personal Impact Statement

Wrap this all up by writing your commitment clearly and confidently. This becomes your north star.

"In the next 30 days, I will intentionally create positive impact by

so that I can thrive personally and help others flourish."

Signature: _____ Date: _____

*Thriving isn't about perfection; it's about awareness, alignment,
and intentional action.*

*You don't need a new life; you just need to build more of the good
stuff into the one you already have.*

You've got the insight. Now go make it happen.

Don't let yourself or your team down.

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3 Actions Towards Thriving Instead of Surviving

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