

Inspiration for an Action Plan

Section	Description	Example
Objective	What is the specific goal you want to achieve?	Improve team communication by 20%
Insight	What insight led to this objective?	Team members don't speak up in meetings
Actionable Strategy	What are the specific actions you'll take to achieve the objective?	Implement a "round robin" sharing system
KPIs (Key Performance Indicators)	How will you measure the success of this strategy?	Survey on team's comfort in speaking up, meeting engagement metrics
Resources Needed	What do you need to execute this strategy?	Meeting time, anonymous survey tool
Responsible Person	Who will be responsible for implementing this strategy?	Team Leader
Timeline	When will you start, and when is the deadline for this strategy?	Start: July 1, End: September 30
Feedback Source	Who will you ask for feedback to gauge the strategy's effectiveness? (Avoid direct reports for reasons mentioned earlier)	Mentor, Peer Review, Anonymous Survey
Adjustment Plan	If the strategy is not effective as per the KPIs, what are your next steps?	Implement new meeting structure

Now Make your Own

Section	Description	Actions
Objective	What is the specific goal you want to achieve?	
Insight	What insight led to this objective?	
Actionable Strategy	What are the specific actions you'll take to achieve the objective?	
KPIs (Key Performance Indicators)	How will you measure the success of this strategy?	
Resources Needed	What do you need to execute this strategy?	
Responsible Person	Who will be responsible for implementing this strategy?	
Timeline	When will you start, and when is the deadline for this strategy?	
Feedback Source	Who will you ask for feedback to gauge the strategy's effectiveness? (Avoid direct reports for reasons mentioned earlier)	
Adjustment Plan	If the strategy is not effective as per the KPIs, what are your next steps?	