

PERSONAL ACTION PLAN

1. Consider your personal brand. Only you can determine how you want to be perceived by your listener. What impression do you want to create? Write your perception or adjective here:

_____.

2. Refer to the three pillars of influence. What key skill will help you build that perception? This is the first skill you focus on. Write the key skill you want to develop and are committed to practice during the next 17 to 21 days._____

3. Determine how you will practice this skill. Be specific. Write two or three scenarios where you can prioritize practicing this skill?

4. Determine how you will get feedback to increase your awareness. Who will you ask for feedback?

Signature:_____

Date: _____

Share this with your leader for accountability