



3. Now make a plan of action for each of these four things. Select both major and minor improvements recognizing that you are only human! Your plan is to cover the next 4 months (July, August, September, October). For each of your 4 items include specifically:
- ✓ What you are going to do & how you will do it (i.e., read two books on the subject of emotional intelligence or a related topic; talk to X about their approach to leadership & ask for guidance/mentoring in developing your leadership skills; restructure staff meetings to make them collaborative working meetings not reporting meetings & hold at least one such meeting; smile more; at least once each week express appropriate appreciation for a job well done; begin the serious process of finally dealing with a problem employee by contacting the city HR people to clarify options; be on time for all meetings; or, . . . ?).
  - ✓ A goal date for each with the furthest possible date November 1st.
  - ✓ For each item, identify what you think might be at least one "next" goal to further your learning and development related to each topic after July 31<sup>st</sup>. These items may or may not turn out to be "the next steps" but it is good to envision what you see as the continuation of the learning process

Goal 1: What, how, by when to learn:

Goal 2: What, how, by when to learn:

Goal 3: What, how, by when to implement/try:

Goal 4: What, how, by when to implement/try:

Mark your calendar when you get home and hold yourself accountable for achieving these goals by November 1, 2011.

As a measure of the effectiveness of the institute you will be asked to report about some changes you have made that indicate that you really learned something!