

The 10-Minute Change Planner

For The Week of: _____

The **3 Changes** I am focusing on this week:

- 1 _____
- 2 _____
- 3 _____

Review your Change Cheat Sheet to identify the most important changes you will focus on this week.

10-Minute Action	Desired Outcome
On Monday @ _____ I will:	
On Tuesday @ _____ I will:	
On Wednesday @ _____ I will:	
On Thursday @ _____ I will:	
On Friday @ _____ I will:	

Suggested Change Leadership Actions – use these or identify your own

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| <ol style="list-style-type: none"> 1. Email or call the change agent and ask if they need anything to make the change successful 2. Show up at a key event happening this week. Give moral support and verbal support to the team. 3. Find out if the resources allocated to the change are sufficient to accomplish the promised results 4. Make a smart decision quickly 5. Reflect on potential roadblocks, obstacles and barriers to the change and remove them or determine how to help the team navigate 6. Email a someone critical to supporting the change and express your support for the change 7. Identify a new behavior that supports the change and set the example | <ol style="list-style-type: none"> 8. Connect with... in person, since the change impacts them they may need a chance to discuss it and make sense of it 9. Clearly and consistently articulate why the change is happening, why the current state is no longer working and why you believe it's possible to be successful 10. Share consequences and risks with... if the change is not made 11. Reinforce and repeat key messages; the lower the trust in the organization, the more times you will have to repeat it 12. Share your goals and personal expectations for the change with... 13. Take a moment to reflect on the change and acknowledge the challenges and obstacles honestly | <ol style="list-style-type: none"> 14. Create buy-in with peers or critical stakeholder groups through 15. Communicate change message (what, why and how) in person with front-line supervisors 16. Solicit and listen to feedback from impacted employees 17. Advocate for the change with senior leadership; sponsor the change upward 18. Ensure alignment with organizational strategy and direction 19. Reinforce change messages and make sure the change is supported throughout your functional area 20. Ask a direct report how he or she is supporting the change and addressing resistance |
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