# LEAD IT.
# PLAN IT.
# DO IT.

## LEADERSHIP ACTION PLANNING

*FOR CHILD CARE PROFESSIONALS*

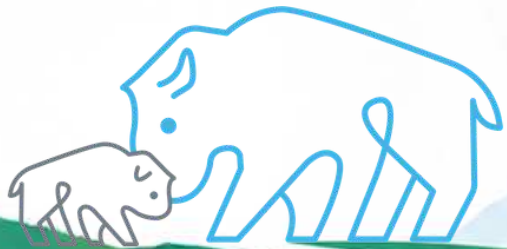
A practical workbook for turning one leadership priority into meaningful action.

**LEAD IT.**
*What needs my leadership?*

**PLAN IT.**
*Where are we going?*

**DO IT.**
*What happens next?*

Stronger Leaders | Stronger Programs | Brighter Futures



PARTICIPANT WORKBOOK | 90-DAY ACTION PLANNING TOOL

# THIS WORKBOOK IS YOUR TOOL

***Use it today. Come back to it whenever something needs your leadership.***

This workbook is designed to help you move from "something needs to change" to a clear, realistic plan for making that change happen.

Today, you'll use it to build **one 90-day leadership action plan.**

In the future, you can use the same process again—for a new challenge, a new goal, or the next thing that needs your leadership.

## THE LPD PROCESS



### 1 NOTICE

*What needs my leadership?*

Pay attention to what keeps taking your time, energy, or attention.

### 2 CHOOSE

*What deserves my focus?*

You don't have to solve everything. Choose what matters now.

### 3 PLAN

*Where am I trying to go?*

Define the outcome and create milestones that make progress visible.

### 4 ACT

*What needs to happen next?*

Turn the plan into specific actions, ownership, and deadlines.

### 5 REVIEW

*What am I learning?*

Notice what's working, adjust what's stuck, and keep moving.

**YOU DON'T NEED TO FIX EVERYTHING.**
*You need to decide what you will lead next.*

## MAKE THIS WORKBOOK YOURS

**WRITE IN IT**
Capture your thinking.

**CIRCLE THINGS**
Notice what stands out.

**CHANGE YOUR MIND**
Planning is allowed to evolve.

**COME BACK TO IT**
Your plan should keep working after today.



*A useful plan is better than a perfect plan.*

# LEAD IT.

## WHAT NEEDS MY LEADERSHIP?

*STRONGER LEADERS*
*STRONGER PROGRAMS*
*BRIGHTER FUTURES*

*Before we decide what to do, we need to understand what actually needs us.*

### WHAT IS TAKING MY ENERGY?

*What feels heavy, frustrating, or keeps coming up?*

### WHAT IS REALLY HAPPENING?

*What's beneath the surface? What patterns or trends do I notice?*

### WHAT NEEDS MY LEADERSHIP?

*Given what I know, where is my focus needed most right now?*

**SLOW DOWN BEFORE YOU SOLVE.**

*Better action starts with better thinking.*



# WHAT NEEDS YOUR LEADERSHIP?

List the 3–5 things that are taking your time, energy, or attention right now.

*Don't solve them yet. Just capture them.*

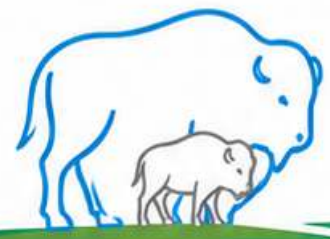
1.

2.

3.

4.

5.





NOTICE. | FOCUS. | LEAD. | MAKE A DIFFERENCE.

# WHAT'S REALLY GOING ON?

Dig a little deeper. Look beyond the surface to understand what's really happening.

*Be curious, not critical.*

## WHAT MIGHT BE CAUSING THIS?

*What patterns, systems, or situations could be behind this?*

## WHO IS AFFECTED?

*How is this impacting your team, the children, and families?*

## WHAT MATTERS MOST?

*If nothing changed, what's at risk?*

**CLARITY BEFORE ACTION.**

*Understanding today creates better choices tomorrow.*



# WHAT NEEDS TO CHANGE?

Now, name the specific issues or challenges you are ready to lead. Be honest. Be specific.

*These are not your solutions—just the things that need your leadership.*

1 _____

_____

2 _____

_____

3 _____

_____

4 _____

_____

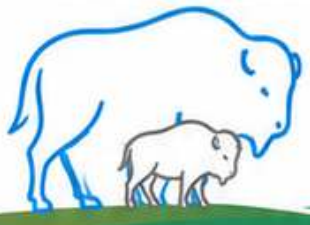
5 _____

_____



**YOU CAN'T LEAD EVERYTHING.**

*Focus your leadership where it will make the biggest difference.*



# WHAT WOULD SUCCESS LOOK LIKE?

Imagine this issue is resolved or greatly improved.
What will be different? How will you know it's working?

*Be specific. Make it real.*

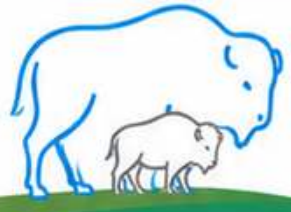
## 1 What will be different?

## 2 How will it impact your team?

## 3 How will it impact the children and families?



**A CLEAR VISION CREATES FOCUS.**
*When you know what success looks like, it's easier to build a plan that gets you there.*



# WHAT'S REALLY THE ROOT CAUSE?

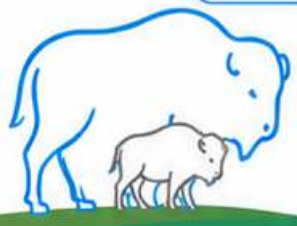
What is underneath this challenge?
Look deeper to find the patterns, beliefs, or systems that are contributing.
*Understanding the root cause helps us create lasting change.*

**1** **What patterns or trends do I notice?**

**2** **What beliefs, assumptions, or habits might be part of this?**

**3** **What systems or processes might need to change?**

**CLARITY COMES FROM CURIOSITY.**
*The more we understand the root,*
*the more effective our leadership becomes.*



# WHAT NEEDS MY LEADERSHIP?

After looking at the surface, the root cause, and the vision for success, what truly needs your leadership right now?

*Name it clearly so you can lead it intentionally.*

1. _____
   _____
2. _____
   _____
3. _____
   _____
4. _____
   _____
5. _____
   _____

**FOCUS CREATES IMPACT.**

*When you name what needs your leadership, you can lead with purpose and create real change.*



# READY TO PLAN IT.

## *From insight to action.*

You've done the hard thinking. Now it's time to create a plan that moves you forward—one step at a time.

***A plan written down is a plan that gets done.***

### NEXT: PLAN IT.

*We'll turn clarity into a focused plan with actionable steps, measurable milestones, and a timeline that works for you.*

**What are you most excited to create a plan for?**

*What would make the biggest positive difference right now?*

### SMALL STEPS. BIG CHANGE.

*You don't have to have it all figured out.*
*You just have to take the next right step.*



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# MY STRENGTHS AS A LEADER

Great plans are built on self-awareness.
What strengths do you bring that will help you lead this change?
***Lead from your strengths. Lean on your team.***

## 1 What are 3 leadership strengths you bring?

- _____
- _____
- _____

## 2 How will these strengths help you with this plan?

_____

_____

_____

_____

## 3 What support or resources do you need to be successful?

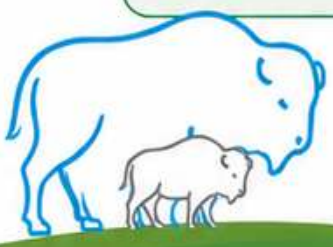
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**YOU DON'T HAVE TO DO IT ALL ALONE.**
*Your strengths, your team, and the right resources will help you lead with confidence.*



# WHERE WILL I FOCUS FIRST?

You can't do everything at once—and you don't have to.
Choose the one area that will create the biggest positive ripple effect.
***Start small. Focus deeply. Build momentum.***

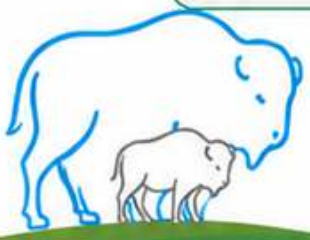
**1** **What is the one priority area I will focus on first?**

**2** **Why is this the highest priority right now?**

**3** **What impact will this focus area have on my team, my program, and the children?**



**CLARITY CREATES MOMENTUM.**
*When you focus on what matters most,*
*you create progress that builds confidence and results.*



# WHAT WILL SUCCESS LOOK LIKE?

Define what success looks like so you can recognize progress along the way.
Make it measurable. Make it meaningful. Make it motivating.
***You can't measure what you don't define.***

## 1 What does success look like for this focus area?

## 2 What measurable result will tell me I'm making progress?

*Examples: fewer late arrivals, improved communication, positive team feedback, fewer behavior incidents*

## 3 How will I know when I've reached this goal?

*What will be different for you, your team, and the children?*



**SEE IT. MEASURE IT. ACHIEVE IT.**
*When you clearly define success,*
*you create a roadmap to get there.*



# WHAT ACTIONS WILL I TAKE?

Now it's time to turn your focus into action.
List the specific steps you will take to move forward.
*Clear actions create real change.*

## 1 What are the key actions I will take?

1. _____
2. _____
3. _____
4. _____
5. _____

## 2 Who is involved or needs to be informed?

_____

_____

_____

## 3 What support, tools, or resources will I use?

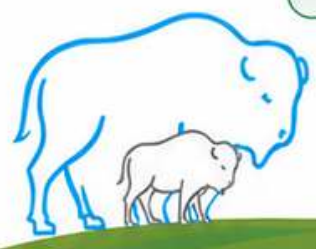
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**ACTION IS THE BRIDGE.**
*A good plan becomes powerful when you take consistent action.*



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# MY MILESTONES ALONG THE WAY

Big change happens one milestone at a time.
Break your plan into smaller checkpoints so you can celebrate progress and stay motivated.

***Small wins build momentum toward big results.***

**NEXT: PLAN IT.**

*We'll put your milestones on the calendar.*

**1** **What are the key milestones I want to reach?**

**2** **How will I know I've reached each milestone?**

**3** **How will I celebrate progress along the way?**

| MILESTONE | TARGET DATE | I'LL KNOW I MADE IT WHEN... | I WILL CELEBRATE BY... |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

**PROGRESS IS PROOF.**

*Every milestone is a step forward.*
*Keep going. You're building something amazing.*



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# WHAT MIGHT GET IN THE WAY?

Every plan has potential roadblocks.
Naming them now helps you stay prepared and keep moving forward.
***Anticipate. Prepare. Problem-solve.***



**CHALLENGES ARE NORMAL.**

*How you prepare makes all the difference.*

**1** **What challenges or roadblocks might I face?**

_____

_____

_____

**2** **How might these challenges impact my plan?**

_____

_____

_____

**3** **What can I do to prepare for or overcome these challenges?**

| POTENTIAL CHALLENGE | MY PLAN TO OVERCOME IT |
|---|---|
| 1. | |
| 2. | |
| 3. | |
| 4. | |



**PREPARED LEADERS STAY CALM AND KEEP GOING.**
*You can't remove every obstacle,*
*but you can be ready for whatever comes your way.*



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# HOW WILL I STAY ON TRACK?

Consistency is what turns plans into progress.
Put systems in place to stay focused, adjust as needed, and keep moving forward.
***Stay consistent. Stay flexible. Stay committed.***

**NEXT: DO IT.**

*You've got the plan—now let's put it in motion!*

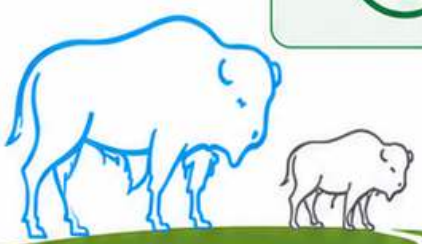
**1** **What systems or routines will help me stay on track?**

**2** **How will I keep myself accountable?**

**3** **What will I do if I get off track?**

**4** **Who can support me and help keep me on track?**

**CONSISTENCY CREATES MOMENTUM.**
*Small, steady actions done consistently will take you further than perfect plans.*





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# READY TO DO IT.

You've planned it. Now it's time to do it.
Take action, stay focused, and keep moving forward.
*Every action you take today builds the future you want.*

**YOU'VE GOT THIS!**

*Take the first step. Keep going. Finish strong.*

**1** What is the very first action I will take?

**2** When will I take this first step?

**3** What will I do next?

**4** How will I hold myself accountable?

**ACTION CREATES CHANGE.**
*You don't have to be perfect.*
*You just have to be committed.*



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# MY COMMITMENT
# DO IT.

I'm committed to taking action and making progress.
This is my pledge to myself and my program.
*I lead with purpose. I follow through. I make a difference.*

**I'M IN.**
**I'M COMMITTED.**
**I'M DOING IT.**

*Today's actions create tomorrow's success.*

**1** **Why is this plan important to me?**

_____

_____

_____

**2** **What result am I committed to creating?**

_____

_____

_____

**3** **I commit to taking action by:**

Date: _____ Signature: _____

**COMMIT TODAY. CREATE TOMORROW.**

*Small steps. Consistent action.*
*A stronger program. A brighter future.*



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# REFLECT & KEEP GROWING.

Reflection helps you learn, adjust, and keep moving forward.
Take time to celebrate, learn, and look ahead.
*You're not done—you're just getting started!*



**GROWTH IS A JOURNEY.**

*Keep reflecting.*
*Keep learning.*
*Keep leading.*

**1** What's one thing I'm proud of accomplishing?

**2** What did I learn through this process?

**3** What will I do differently or keep doing?

**4** What's my next big focus?



**YOU ARE MAKING AN IMPACT.**
*Every step you take as a leader creates a stronger program and a brighter future for the children you serve.*



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# YOUR LEADERSHIP COMMITMENT

*You have the vision. You have the plan. Now you have the power to make it happen.*

## LEAD IT.

I know what needs my leadership.

## PLAN IT.

I know where I'm going.

## DO IT.

I know what I'm doing next.

## OVER THE NEXT 90 DAYS, I COMMIT TO...

_____

_____

SIGNED: _____ DATE: _____