

Psychologically Safe Leadership - Communication and Collaboration: Action planning worksheet (Sample)

What I will <u>continue</u> doing:		What I will <u>start</u> doing:	
Action: (To support effective communication and collaboration)	Impact: (How this might affect our workers/work environment)	Action: (To improve communication and collaboration)	Impact: (How this might affect our workers/work environment)
Hold monthly one-to-ones with each of my direct reports. Review all task priorities and adjust schedules and due dates as needed.	Ensures alignment on priorities and minimizes likelihood of miscommunication.	Ask my senior manager for a standing monthly meeting during which I can discuss challenges I'm having with workers.	Input from a senior, experienced leader will help me more effectively troubleshoot challenges with workers when they first arise.

I will measure progress by:	I will know I'm successful if:
Reviewing my schedule and ensuring meetings are pre-scheduled and actually occur.	Deadlines for priorities are more likely to be met on time, and I am more confident and effective in approaching difficult conversations when issues do arise.