Worksheet 4: Planning what to do

From the list of potential changes that you generated previously, this step will help you choose which of them to take forward within your work community and think about how to introduce the change.

Remember to set yourself realistic aims - you don't have to be overly ambitious or try to do everything at once as the process is repeatable.

Purpose: This worksheet is intended to help you decide on your course of action. For each of the options you have generated, you will first need to consider how you would go about implementing the change. Then, by using the questions provided to weigh the options in terms of feasibility and potential impact, the information produced will inform your choice of which of your proposed changes to implement. Using this approach also helps you to anticipate potential objections or issues so you can be prepared.



Questions to help you plan what to do:

Proposed change	How will I do it?	Which of the 5Ls will be affected?	How easy/ difficult will it be to implement?	help?	What potential concerns/issues can I foresee?	Is the change within my control to deliver?	What will success look like?	Review period	Chosen action Yes/No
Worked Example Encourage my work community to be more welcoming to outsiders/new members.	 Model the desired behaviours (such as hospitality, openness, inclusion, friendship and support) as an example to others. Encourage others to do the same by explaining the benefits to everyone. 	I expect the following will be enhanced: • Life • Love • Leadership	Easy	No, I can take the initiative alone.	None	Yes, I can influence this aspect of behaviour without any further authority.	My work community is more welcoming based on: • Observation of the desired effect on the 5Ls; and • Feedback from new joiners and those seeking to engage.	Review impact in 1 month.	Yes
Change 1									
Change 2									
Change 3									
Change 4									