

TED* Action Planning Worksheet

The Action Planning Worksheet uses the Dynamic Tension framework to create a planning tool that will help you facilitate the changes you want to make. This worksheet follows the same format as Dynamic Tension, with one additional step. Before identifying and committing to Baby Steps, you will generate possible next steps by brainstorming what you could stop, keep, change, or start doing. The worksheet is a structured planning process that supports you in creating what you want.

Create Vision/Outcome

The purpose of this portion of the process is to identify a vision of what it is you want to create. If you could have, do, or be anything – what would it be?

State your envisioned outcome (using the tips below)

- Identify defining elements, qualities, characteristics and/or success criteria.
(If you had the outcome fully complete – right now – how would you know it?)

Tips for Creating Vision

State the outcome in the affirmative (what you want) & in present tense

Be unlimited by doubts of possibility

Not goals and objectives (those may come later)

Possible Next Steps

Now determine what you **COULD** or **MIGHT DO** to begin to move current reality toward the vision. These steps should be small, actionable steps that are doable by you.

Questions here include:

- What could I STOP doing?
- What could I CHANGE or DO DIFFERENTLY?
- What could I KEEP doing?
- What could I START doing?

STOP	KEEP

CHANGE	START

“There are two important criteria for defining a Baby Step. First, it is something that is doable—something I can really take action on. The second is that it is 100 percent mine to do. That second one really makes me stop sometimes because it forces me to clarify my own responsibility and the fact that I can’t make someone else take a step for me. Doable and 100 percent mine to do—remember these principles as you choose your own Baby Steps.”

-The Power of TED, chapter 9*

Baby Steps

Identify which of the previous possible next steps seem to have the highest potential to contribute to forward progress and that you can act on.

List 1-3 Baby Steps that are actionable, 100% yours to do and that you can get started on in the next 30 days. Also indicate a date by which you intend to have taken the Baby Step.

1. by

2. by

3. by