

PRIORITIZE & FOCUS REFLECTION WORKSHEET & DEVELOPMENT PLAN

Purpose: To identify my professional development priorities and create a focus for my growth and learning as a leader.

Learning: Set aside 5 minutes to read *Applied Wisdom for the Nonprofit Sector's* two-page insight chapter titled: **Prioritize and Focus**.

Activity: Consider the questions below related to your growth and development.

Your Name: _____ Today's Date _____

**I have a role as a contributor and leader in my daily life and work.
I can increase my potential and will intentionally make progress by developing my abilities.**

1. In reading this chapter, I was struck by... I learned... or I understood in a new way...

2. In thinking about my own development, I will commit to **Prioritizing and Focusing** more by setting aside time to plan daily, weekly and monthly because I believe...



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3. I see this as a growth opportunity for me as a leader because...
4. By me and/or my colleagues **Prioritizing and Focusing** more, I believe our organization will be better able to...
5. Working on this will be a challenge for me because...

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6. I will measure my own progress by...

7. When I am successful, I will feel...

I will review this list again quarterly to hold myself accountable for increasing my awareness, assessing my progress and reflecting on where I have improved and where I have a need or desire to grow more.

(Establish quarterly review dates below and calendar them as well to revisit your progress and success)

Quarter 1 review date: _____

Quarter 2 review date: _____

Quarter 3 review date: _____

Quarter 4 review date: _____

Thank you to Jill Blair, Strategy & Organizational Consultant, for permission to adapt this tool.