**My Personal Change Plan**

*“Knowing yourself is the beginning of all wisdom.” Aristotle*

**What is the change?**

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**1. CONTEXT**

**Why is this change happening?**

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| *In as detached a manner as possible, seek to understand what happened to bring about this change. Why did it happen and what could be learned from it?* |

**Why is this change necessary or desired?**

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| *If it is change being done to you, put yourself in their shoes and seek to understand why it is being done. Try to stay impersonal and objective, however hard this may be.**If you are the one instigating the change, articulate why this change is the right thing to do.* |

**Broader Trends**

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| *What broad trends are happening that are relevant to the change in question? Changes to your industry, changes to the way work is done, changes to the way we live, changes to society, … Make a list and do some research.* |

**2. OUTCOMES**

**What am I wanting to achieve?**

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| *What is the outcome / range of outcomes that I want? Why? What does good look like for me?* |

**Key implications of the change**

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| *If I do achieve what I want to achieve, what are the positive and negative consequences of this? For me, for others? What could I do to mitigate these implications?* |

**3. SWOT**

**What are my strengths?**

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| *What am I good at? What are my key skills? What do I excel at? What do I do better than most? (Be honest. In fact, get some input from trusted friends, colleagues or loved ones if you feel up to it!)* |

**What are my weaknesses?**

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| *What am I not so good at? Which weaknesses do I need to address? Which ones will I never be much good at? Which key skills should I improve / sharpen them? What new skills should I try to develop? How?* |

**Opportunities**

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| *What are the potential opportunities that you may be able to engineer or take advantage of? Make a list and return to it frequently during the analysis and action phases below.* |

**Threats**

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| *(If big change is being done to you, this will be easy. But it is good to be clear about them. What (external) threats could perhaps stand in your way? Write them down and understand them.* |

**4. THE SITUATION**

**Key Success Factors**

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| *What are the most important things that I have to do, develop or put in place for this to be successful?* |

**Key challenges / obstacles and plans to overcome them**

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| *What are the key barriers to success? What are my key emotional barriers to change?*How will I overcome them? |

**Interdependencies**

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| What key things do I need from others? How will I make sure I get it? |

**5. ACTION**

**Preferences**

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| *What are my preferences about the future - and my preferred no-go areas?* |

**Options**

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| *Start to explore some potential future scenarios. When first compiling this list, don’t bother yourself with how likely the scenario is – just whether it is plausible. Think of this exercise like an archery target; a bullseye. Start close to what you know and work outwards and see where it takes you.**Analysis of each option* |

**Quick wins**

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| *What short-term wins/milestones can I do to demonstrate a sense of achievement and momentum?* |

**Action plan and schedule**

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**Sustaining the change**

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| How can I keep the momentum going?  |