

# INITIATIVE EXERCISE

ITEM

PLAN OF ACTION

NLT / DEBRIEF

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Write 3 issues at work you can fix, implement, or improve.

Develop a plan of action to do it.

No later than date/time and who you will debrief on what you did.

***“WITHOUT INITIATIVE, LEADERS ARE SIMPLY WORKERS IN LEADERSHIP POSITIONS.” – BO BENNETT***

# INITIATIVE RESOURCES

- Read *1001 Ways to Take Initiative at Work* by Dr. Bob Nelson.
  - Summarize each chapter in one paragraph and write down a specific goal based on that chapter that you can apply at work. Pay particular attention to the “Toolbox” sections.
  - Share that goal with a professional peer or friend outside of work. Write down the effects of achieving that goal.
- Read *A Team of Leaders* by Paul Gustavson.
  - Summarize each chapter in a paragraph.
  - Develop a plan to move your team through the 5 stages. Incorporate delegating additional responsibility to your people, equipping, encouraging and supervising throughout the entire process.
- Identify a problem or hurdle at work.
  - Develop three strategies to overcome it and write them down. Judge the requirements and rewards of each plan and execute the one with the greatest difference between the two (meaning the least amount of work with the greatest potential reward or success rate).
  - Write down the effects of that solution. Log the effects and repeat this process every week until you’ve taken the initiative on 10 tasks. Show the effects to your supervisor at your next evaluation.
- Read <https://www.fastcompany.com/3037092/9-ways-to-take-more-initiative-at-work>
  - Identify which of the nine methods you are weakest in and work on your weakest area for one week. Write down the results of that effort. Continue doing this for three months, re-evaluating weekly, what your weakest area is and striving to work on it.
  - Log the effects of your efforts and take them to your supervisor during your next evaluation.
- Read <https://www.mindtools.com/pages/article/initiative.htm>
  - Write down which of the six areas you are weakest in and perform the recommended steps. Write down the effects and share with your supervisor.
- Read *A Message to Garcia* by Elbert Hubbard.
  - Summarize each chapter in a paragraph.
  - Write down three areas at work where you can demonstrate greater initiative. Perform the duties necessary to accomplish those three tasks and write down the results, as well as any lessons learned during the process. Take that to your supervisor during your next evaluation and ask for feedback.