



## ALIGNED ACTION COMMITMENTS

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ DATE OF UPDATE: \_\_\_\_\_

Action And the steps needed to fully implement?	With Whom Will you partner?	When Will the action be completed?	Contribution to the Result How will the actions contribute to making a measurable difference?	Action	Align-ment	Progress Narrative	Progress Rating For each commitment, select one box to indicate your progress made?
				0 1 2 3 4	0 1 2 3 4		<input type="checkbox"/> Completed <input type="checkbox"/> Completed and ongoing <input type="checkbox"/> In progress <input type="checkbox"/> Not yet begun <input type="checkbox"/> Not begun and dropped <input type="checkbox"/> Begun, but dropped
				0 1 2 3 4	0 1 2 3 4		<input type="checkbox"/> Completed <input type="checkbox"/> Completed and ongoing <input type="checkbox"/> In progress <input type="checkbox"/> Not yet begun <input type="checkbox"/> Not begun and dropped <input type="checkbox"/> Begun, but dropped
				0 1 2 3 4	0 1 2 3 4		<input type="checkbox"/> Completed <input type="checkbox"/> Completed and ongoing <input type="checkbox"/> In progress <input type="checkbox"/> Not yet begun <input type="checkbox"/> Not begun and dropped <input type="checkbox"/> Begun, but dropped
				0 1 2 3 4	0 1 2 3 4		<input type="checkbox"/> Completed <input type="checkbox"/> Completed and ongoing <input type="checkbox"/> In progress <input type="checkbox"/> Not yet begun <input type="checkbox"/> Not begun and dropped <input type="checkbox"/> Begun, but dropped
				0 1 2 3 4	0 1 2 3 4		<input type="checkbox"/> Completed <input type="checkbox"/> Completed and ongoing <input type="checkbox"/> In progress <input type="checkbox"/> Not yet begun <input type="checkbox"/> Not begun and dropped <input type="checkbox"/> Begun, but dropped
				0 1 2 3 4	0 1 2 3 4		<input type="checkbox"/> Completed <input type="checkbox"/> Completed and ongoing <input type="checkbox"/> In progress <input type="checkbox"/> Not yet begun <input type="checkbox"/> Not begun and dropped <input type="checkbox"/> Begun, but dropped

## Making Strong Action Commitments

Weak Commitments	Powerful Commitments
At the next staff meeting, I will share what we talked about in the leadership session.	I will meet with my reportees next week to review our trend line on adoptions and complete a factor analysis. This information will inform the next steps that we will take to meet our targets.
Talk with director about the need to change policy and procedures to improve outcomes.	I will collect information and data to demonstrate what is working and not, and link to best practices. By the end of the month I will make a policy implementation recommendation to the director.
Design job fair	By next month, two key partners and I will attend two job fairs in the tri-state area to gather information. We will present our design recommendations at the next quarterly meeting of the work group.
Use MBTI in my work.	I will review my MBTI preferences and reflect on a conflict occurring between my executive director and myself. I will type-watch him and then implement a strategy to address our conflict by next week.

## Action Rating

0 - No Action	1 - Assess/Pre-Plan	2 - Plan/Prepare	3 - Execute	4 - Increase Scope/Scale
<p>No action commitment is made that focuses on:</p> <ul style="list-style-type: none"> <li>• Outcomes, benchmarks</li> <li>• Actors (direct reports or peers, program recipients, superiors, or external partners)</li> <li>• Personal leadership development</li> </ul>	<p>The action commitment focuses on the collection or sharing of information. It might include:</p> <ul style="list-style-type: none"> <li>• Collecting baseline information and data</li> <li>• Understanding underlying issues and factors</li> <li>• Sharing general information to increase awareness of the problem, but without the expectation of influencing the outcomes/result</li> <li>• Developing personal leadership skills</li> </ul>	<p>The action commitment focuses on the preparatory phase required for successful execution. This commitment might include:</p> <ul style="list-style-type: none"> <li>• Developing strategies or structured activities</li> <li>• Preparing people, materials or products required for execution</li> <li>• Meeting with others to leverage contributions to achieving results</li> <li>• Joining strategic partners who will make a direct contribution</li> <li>• Collecting information or data to assess the needs of a population or to strengthen strategies</li> </ul>	<p>The action commitment focuses on implementation of strategies/activities/tactics. This involves action that has a direct impact such as:</p> <ul style="list-style-type: none"> <li>• Implementing activities to improve the well-being of a population</li> <li>• Preparing strategic partners to make a direct contribution</li> <li>• Using information to assess effectiveness of strategies</li> <li>• Providing information to target populations for their use</li> </ul>	<p>The action commitment is focused on strengthening actions or taking actions to scale. These commitments might include:</p> <ul style="list-style-type: none"> <li>• Restructuring strategies for better impact</li> <li>• Expanding the scope or scale within the group, agency or community</li> <li>• Expanding the scope or scale to broaden reach across agencies or communities</li> </ul>

## Alignment Rating

0 - No Alignment	1 - Connect and Support	2 - Agree and Begin Work	3 - Assess and Hold Accountability	4 - Spread and Sustain
<p>Actions are not connected to:</p> <ul style="list-style-type: none"> <li>• Results</li> <li>• Goals</li> <li>• Strategies</li> <li>• Interests of other leaders</li> <li>• Development needs of leaders</li> </ul>	<p>Actions aligned with:</p> <ul style="list-style-type: none"> <li>• Development needs of leaders</li> <li>• Supporting the structure of a team</li> <li>• Building basic understanding of agreed-upon results</li> <li>• Connecting with individuals to build familiarity</li> <li>• Joining new people without specifying role and contributions</li> <li>• Deeper understanding of other leaders' perspectives, values, resources and interests</li> </ul>	<p>Actions aligned with:</p> <ul style="list-style-type: none"> <li>• Broad vision and strategic direction</li> <li>• Needs to build capacity in self and others</li> <li>• Agreed-upon preliminary actions</li> <li>• Strengthening relationships and resolving conflicts</li> <li>• Accepting the distribution of work to accomplish strategies based on common agreements</li> </ul>	<p>Actions aligned with:</p> <ul style="list-style-type: none"> <li>• Agreed-upon strategies and actions</li> <li>• Assessment of the impact of actions and performance to inform decisions and accelerate results</li> <li>• Leveraging relationships on behalf of results, strategy or performance</li> <li>• Leaders holding self and others accountable for commitments</li> <li>• Actions are based on holding a part/whole perspective</li> </ul>	<p>Actions taken to link and connect:</p> <ul style="list-style-type: none"> <li>• Actions with positive outcomes for greater impact</li> <li>• Leaders trusting the resilience of relationships to take risks and make the changes necessary to execute effective strategies</li> </ul>