

Exercise: Action on Hold

Instructions

On your worksheet list one idea you are not moving into action.

What is stopping you from acting? Spend 3-4 minutes brainstorming as many reasons as you can.

Are you waiting for someone else to do something?
Waiting for more information?

Has this been a low priority, back burner “someday” idea waiting in the background?

Remember that not making this decision creates a drag on you; it’s not free.

Now at the bottom, write what decision you would make if you were standing on the edge of that cliff and HAD to decide right now.

Try it on. See if you can let that be your decision.

What action steps can you take to move this idea into action?

Example:

<p>What is one idea I am not moving into action?</p> <p><i>Standardize our data infrastructure across programs so that reporting is much easier and more flexible.</i></p>	<p>What is stopping me?</p> <p><i>This is a huge project. I don't know when we would do this. My team is already overwhelmed. This is a chicken and egg thing – the data mish-mash we have now means that producing reports takes up the team's time. These are the same people who would need to work on standardizing our data. I'm not sure we have the expertise. Maybe I need to try to get a capacity building grant to hire outside contractors. The disruption may be more than what our team can tolerate. We don't know what this project would actually entail. I am thinking of it as huge, but actually don't know.</i></p>
<p>Action steps:</p> <p><i>Find out what this project would take:</i></p> <p><i>Give my data person 3 months to research, outline, and present the steps that would be involved to standardize our data infrastructure and the resources needed. Then decide from there how to proceed.</i></p>	

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What is one idea I am not moving into action?	What is stopping me?
Action steps	