

Exercise #4

Your Personal Action Plan

In this exercise, you will be creating your own action plan.

Instructions: Review the power point and think of the discussions we have had. Create your own personal action plan by answering the questions below.

1. Identify one or two leadership opportunities that came up during the past few months:

- a. Did you take advantage of the opportunity?
- b. Did you volunteer to participate on a team?
- c. Did you volunteer to lead?
- d. If not, why not?

2. What leadership opportunities are coming up that you can volunteer for?

3. How can you prepare for management?

How can you build a more powerful network?

How can you show interest in the larger library unit, not just your job?

Do you have someone who can serve as a mentor for you? How can this person be cultivated as a mentor?

How can you be more visible at work?

Are you dressing the part of a manager/leader? If not, what might you change?

4. List three actions you will take in the next two weeks. Commit to doing them.