

## Igniting the Flames of Change: Checklist

Action	Criteria
1. Do I have a Compelling Vision?	<ul style="list-style-type: none"> <li>● It describes both the from and to</li> <li>● It paints a picture of what you'll become, not a financial target or a plan (the plan comes later). It offers a clear image of what your future will be like</li> <li>● It sets the frame for your performance goals. Goals that make your vision come alive. Goals that drive action plans and sharp strategic choices</li> <li>● It's attractive because it's distinctive (it's not copying others), it reflects your values, it motivates everyone</li> <li>● It's credible to all. Everyone believes it-you feel you can just about do it</li> <li>● It's easy to put across in both one-to-one conversations and town hall presentations</li> <li>● It's clear but not rigid-you, and others can add colour, definition and details as events unfold</li> </ul>
2. How do I Spark The Energy	<ul style="list-style-type: none"> <li>● Which stories are you planning to communicate?</li> <li>● Which channels are you planning to use to spark the necessary energy daily? Monthly?</li> <li>● Rehearse some of your stories in front of a video and rewatch it and apply necessary feedback.</li> </ul>
3. Build Trust	<p>Check trust levels:</p> <ul style="list-style-type: none"> <li>● Do people communicate openly with you?</li> <li>● Do they express their thoughts and feelings easily around you?</li> <li>● Do you have an open-door policy?</li> <li>● Are your employees part of your decision-making process?</li> </ul>
4. Understand Emotions	<ul style="list-style-type: none"> <li>● Are you aware of your emotions and able to name them?</li> <li>● Are you ready to listen to frustration and anger toward your ideas and thoughts?</li> </ul>
5. Communicate Extensively	<ul style="list-style-type: none"> <li>● Who are the key stakeholders that you are planning to keep communicating with?</li> <li>● Which channels are you planning to use?</li> <li>● How frequently are you planning to communicate with the different stakeholders?</li> </ul>