

The Traffic Light



Things I will **STOP** doing

Things I will **CONTINUE** doing

Things I will **START** doing

The **Personal Action Plan** is a tool that helps you to thoroughly process information and plan how you will apply it once you return to your responsibilities. By framing your actions within the context of a traffic light, you can quickly establish measurable goals

As you consider your next steps, ask these questions:

What will I stop doing? What will I continue doing? What will I start doing?

Topic	STOP Doing	CONTINUE Doing	START Doing
Governance and Board Relations			
Leadership Practices			
Building Trust			
Team Development			
Trust & Team Board Relationships			

As you consider your next steps, ask these three questions:

What will I stop doing? What will I continue doing? What will I start doing?

Topic	STOP Doing	CONTINUE Doing	START Doing
Fund Development Planning			
Roles in Fundraising (ED, staff, board,& volunteers)			
Fundraising – Board Relationships			
Technology – Personal Use			
Technology – Organizational Use			
Technology Security			
Technology – Board Relationships			

As you consider your next steps, ask these three questions:

What will I stop doing? What will I continue doing? What will I start doing?

Topic	STOP Doing	CONTINUE Doing	START Doing
Human Resources Regulations			
Human Resources – Policies & Record Management			
Human Resources – Board Relationships			
Verbal & Non-Verbal Communications			
External Communications			
Conflict Management			
Having Hard Conversations			
Telling your Organization’s Story			
Communication – Board Relationships			

As you consider your next steps, ask these three questions:

What will I stop doing? What will I continue doing? What will I start doing?

Topic	STOP Doing	CONTINUE Doing	START Doing
Financial Policies			
Managing Income & Expenses			
Financial Internal Controls			
Finance – Board Relationships			
Managing Changes			
Crisis Management			
Change and Crisis Management – Board Relationships			