

DO SWEAT THE SMALL STUFF

HARNESS THE POWER OF
MICRO-INTERACTIONS TO
TRANSFORM YOUR LEADERSHIP

Sarah Langslow

Project Plan template

Welcome!

Welcome to the companion resources for Do Sweat the Small Stuff: Harness the power of micro-interactions to transform your leadership.

This project plan template is part of the resources designed to help you get the most out of the book as you read it. It is a fillable pdf, but may also be printed for you to use in hard copy.

If you'd like to go further in implementing the concepts for yourself and explore working with me as a coach, you can book a call with me via [this link](#).

Or, talk to me about masterclasses, workshops and training for you and your organisation by getting in touch by email (sarah@sarahlangslowcoaching.com) or via:

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Do Sweat the Small Stuff: Harness the power of micro-interactions to transform your leadership

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Project Plan

To help you translate the ideas in this book into action, below I've provided an outline project structure for you to adapt and use for yourself.

If you have several goal areas – which is common – you can either create several versions of this project structure, or create different phases where you focus on a different goal in each.

Goal area
Choose the area which you would like to work on. <i>E.g. Asking more effective questions, improving listening, managing emotions.</i> My goal area is:
Objective – what by when
Define your objective: i.e. <i>what</i> you want to achieve. <i>E.g. Use questions more frequently and effectively to help my team learn and think through problems for themselves.</i> Choose a timescale and give yourself a deadline i.e. <i>by when</i> you want to achieve it. <i>E.g. By XX date - six months from today.</i> In some ways, this is unnecessarily specific. However, choosing a date provides an unambiguous target end point, and helps with setting milestones. My objective is:

Measures of success

Establish measures of success.

How will you know the objective has been achieved? What are the observable measures?

You may need several proxy measures if the objective itself is hard to measure directly.

E.g. I have built the habit to ask a question rather than make a statement as a first response.

I am consistently asking a wider range of questions of my team.

I am spending less time fixing things for my team, and they are taking more ownership.

My team are asking more questions of each other, so issues are more fleshed out by the time they come to me.

While these remain subjective measures, if all these things are happening, you can have a high degree of confidence that you have achieved your objective.

My measures of success are:

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Milestones for progress and review

For some there may be a clear sequence required – e.g. inner work first, then practising with your team. For others it may simply be about dividing up the different components in an order that makes sense to you.

Sometimes it can help to work backwards from your goal: in other words, if I am to achieve that in six months, where would I need to be by the end of month five?

E.g. Milestones for a six-month project

End of Month 1: Built a consistent habit to pause and think before I respond.

End of Month 2: Created a list of prompts to help practise a wider range of questions.

End of Month 3: Consistently practising asking questions of my team.

End of Month 4: Trained the team to ask more questions of each other, and to bring me suggestions and solutions that are more fully formed.

End of Month 5: Built a practice to review the effectiveness of my questions, and experiment with different ways of asking.

End of Month 6: Goal completed. I am consistently asking questions, and my team are coming to me with fewer problems as they are solving them among themselves.

This may feel artificial, and inevitably it won't work out exactly like this. However, it helps you think through the process required to build a new skill, and gives you a structure to track and review progress. Each milestone is an opportunity to refocus on your goal, and adjust and adapt your approach if needed.

Milestone time	Milestone

Actions

What are the actions required to get you to your first milestone? Initially, that is all you need to focus on. Once that milestone is achieved, what actions are required to get you to the next milestone?

E.g. Milestone 1: Built a consistent habit to pause and think before I respond.

Actions:

Make a commitment to learn to pause.

Create reminders to myself to slow down.

Work through Find Your Why to explore my motivation and passion behind what I do.

Share with my team what I'm working on and ask for their support to remind me to slow down.

Create a structure for regular feedback from my team on how I'm progressing on this.

If you find yourself with a very long list of actions, consider splitting up that milestone into two to make it more manageable.

Actions I will take:

1.

2.

3.

4.

5.

6.

7.

8.

Support structures

What support structures will you put in place to help you be consistent in your actions and your practice? Some of these may overlap with some actions, or may make those actions more specific.

E.g. Put a Post-it note on my laptop saying 'SLOW DOWN!'

Buy a toy snail to sit on my desk as a reminder to slow down.

Find a friend or a colleague also interested in Find Your Why and create an accountability structure to work through the book together.

Put a reminder in my calendar for 5 p.m. each day to review how I have done that day on building in a pause, and to recommit for the following day.

Share with my team what I'm working on and ask for their support to remind me to slow down.

Weekly ten-minute chat with a team member for feedback – specifically, how I'm getting on with slowing down.

Create structures sufficient to the level of your resistance; that resistance may come in the form of forgetting, being too busy, feeling silly and so on – it's not only about whether you want something or not. And get creative: whatever works for you is a suitable structure, there really are no rules.

Support structures I will put in place:

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Celebrate progress

Don't forget to celebrate progress! As you achieve a milestone, or notice a real change in behaviour, take time to acknowledge and celebrate that. If you can do that with and for your team, so much the better. You can also reward yourself, in whatever way is meaningful to you. Don't skip this step. It can be tempting to downplay progress, and see it as unworthy of celebration. However, acknowledging progress is part of enjoying the journey, and helps maintain motivation along the way.

E.g. Go out for dinner with the friend or colleague once we complete Find Your Why.

Treat myself to a cupcake when I have a whole week of consistently asking questions.

Acknowledge the team out loud at team meetings when they take ownership and solve a problem themselves.

I will celebrate my progress by:

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Once you've created your plan, print it out and have it somewhere easily visible. While part of the value is simply the act of creating the plan and thinking through what is required, the other part comes from this being something on which you take action, consistently. Don't be afraid to adjust and amend as you go through. However, if you find yourself constantly extending the deadline, ask yourself whether this is because it genuinely was an unrealistic timeline, or whether this project is something you need to prioritize more!

Project plan adapted from multiple sources, including some concepts from Accomplishment Coaching.