



INSPIRING NEW
PERSPECTIVES
VISION. GROW. EMPOWER.



NOW'S THE TIME

CREATING VISION FOCUSED
ACTION PLANS

PRESENTED BY: SUSAN MACDONALD

Inspiring New Perspectives

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welcome

Welcome to the Now's The Time Creating Vision Focused Action Plans!

Moving beyond the stress and challenges of the past year requires leaders to be intentional and focused on all that is possible. This motivational presentation will guide participants in creating a vision focused action plan for effectively managing their time. New strategies and wellresearched tools will inspire participants to incorporate new habits, rituals, and daily practices to enhance their wellbeing and reignite their passion for leading early childhood programs.

Be intentional about finding time to complete the reflective exercises. The energy and focus that you put into these exercises will directly impact your outcomes.



About Susan

Susan MacDonald is the founder of Inspiring New Perspectives, a consultancy focused on empowering educational leaders to create programs that deeply respect and nurture the possibilities that lie within each child, parent, and teacher. She has been developing and delivering inspirational courses and workshops for more than 25 years. Her background includes director of a Reggio-inspired preschool program, adjunct faculty at Lesley University and Wheelock College, and Commonwealth of Massachusetts licensing supervisor. She holds a master's degree in instructional design and several professional coach certifications. Susan is the past president of the Boston Area Reggio Inspired Network and past vice president of the Massachusetts Association for the Education of Young Children.

Susan is the author of two books, *Inspiring Early Childhood Leadership: Eight Strategies to Ignite Passion and Transform Program Quality*, and *Inspiring Professional Growth: Empowering Strategies to Lead, Motivate and Engage Early Childhood Teachers*.

*Let's
Connect*

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Step 1

REFLECTIVE QUESTIONS TO GUIDE YOUR VISION

CREATING A VISION STATEMENT AND GOALS FOR ENHANCING YOUR PROFESSIONAL WORK

Before you begin answering these questions, take some time to sit quietly and reflect on what you would like the next year to be like for you. What would make this the BEST professional year ever for you? What do you want to achieve?

Use these questions to guide you in writing down your thoughts about your professional vision:

1. What do you want to bring to life in the next 12 months? List all of your professional aspirations, hopes, and dreams. Include all the practical and lofty ideas that you can think of.

2. What new roles, responsibilities, or skills do you want to develop?

3. What passions, interests, or hobbies do you want to make more time for?

4. What do you need to do to create the energy and focus to bring your vision to life?

5. Who will be most helpful to guide and mentor you?

Step 1

REFLECTIVE QUESTIONS TO GUIDE YOUR VISION

6. What resources, including professional development, time, and other people, do you desire on this journey to manifest your vision?

7. How does your vision related to the legacy that you want to create? How will living your vision impact the way you will be remembered when you leave this position?

8. In what ways do you need to be more intentional and focused?

9. If you could look into a crystal ball and see yourself at work one year from now, what would you be doing? What is the most exciting thing you notice about yourself? What has changed? What has remained the same? What surprises you?

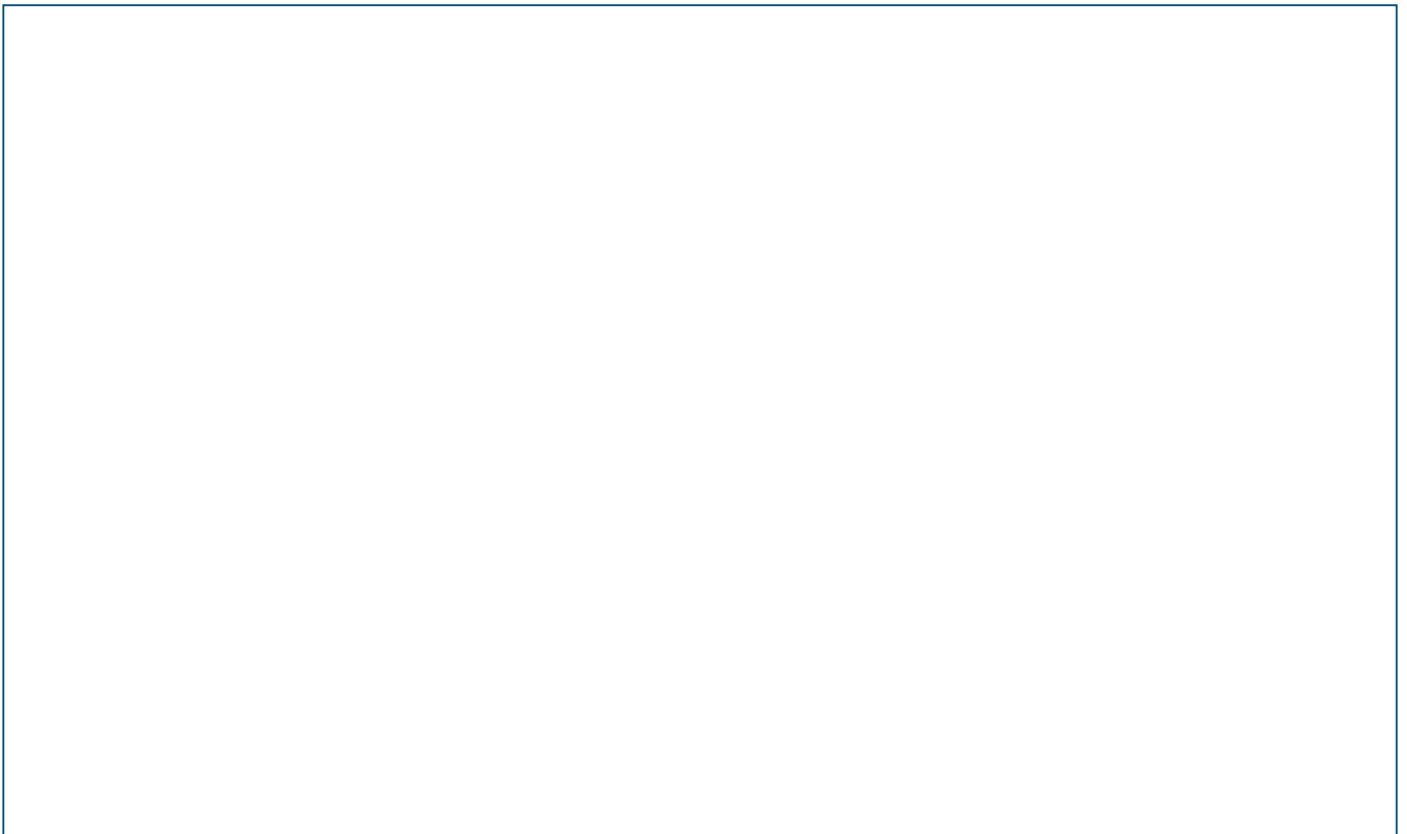
10. Why is this vision important to you? How does it connect to your core values and the reasons that you are in this field?

Step 2

CREATE A VISION BOARD!

VISION BOARD

- 1. To create your vision board, you need to imagine that it is (insert date six months or one year in the future), and you are fully engaged in your professional work in inspiring and engaging ways.*
- 2. Using an 8x10 piece of paper, illustrate exactly what is happening in your vision. You can use magazine cut-outs, words, cartoons, drawings, or photographs to describe your vision.*
- 3. Take a photo of your vision board and include it here:*



- 4. What are the three aspects of your vision board that you are most excited about?*

Step 3

WRITE A VISION STATEMENT!

CREATE A VISION STATEMENT

Create a Vision Statement that accurately reflects your hopes and dreams for enhancing your professional work. What are you committed to? What will your professional life look, feel, and be like in six months? One year? Write your vision statement in the present tense as if it is already happening. (It is January 2022, and I am an inspirational leader who is...)

Step 4

ESTABLISH YOUR GOALS

*"If you want to be happy, set a goal that commands your thoughts, liberates your energy, and inspires your hopes."
- Andrew Carnegie*

What do you need to focus on to make your vision a reality? Creating specific and time-bound goals will keep you on the path towards achieving your vision. Before you begin writing your goals, take time to review your vision and vision reflections. Start with three to four goals. As you accomplish these goals, you can set more.

GOAL 1

GOAL 2

GOAL 3

GOAL 4

Step 5

DETERMINE YOUR ACTION STEPS

"Take the first step in faith. You don't have to see the whole staircase. Just take the first step."

- Martin Luther King, Jr.

For each of your goals, create a list of small achievable action steps. Having clear action steps with specific timeframes for completion will guide you on your journey to bring your vision to life.

GOAL 1

ACTION STEPS

TIME FRAME

GOAL 2

ACTION STEPS

TIME FRAME

GOAL 3

ACTION STEPS

TIME FRAME

GOAL 4

ACTION STEPS

TIME FRAME

Step 5

DETERMINE YOUR ACTION STEPS

"Take the first step in faith. You don't have to see the whole staircase. Just take the first step."

- Martin Luther King, Jr.

REFLECTION QUESTIONS

1. What is most exciting about seeing your goals and action steps clearly identified?

2. Where will you begin your journey to achieve your goals?

3. How will you hold yourself accountable?

Step 6

TAKE CONTROL OF YOUR TIME

"Reflect on what you do in your day. You may have never realized how some simple harmless activities rob you of precious time." - Vivek Naik

Accurately record all aspects of your day, even the timewasting activities that may seem insignificant but can add up to a large amount of time. Make a new entry each time you switch activities. Pay careful attention to who you are spending time with, urgent situations that drag you away from your scheduled activities, and interruptions that occur.

A detailed time log will give you the data you need to reflect on in order to make changes in how you are using your time.

Step 6

TAKE CONTROL OF YOUR TIME

CAREFULLY REVIEW YOUR LOGS AND USE THE DATA TO FIND ANSWERS TO THESE QUESTIONS:

What percentage of your time is directly linked to your vision and goals?

How much time is lost to interruptions?

What people did you spend your time with? What does your time spent with these individuals represent?

How are urgent situations impacting your time?

Step 6

TAKE CONTROL OF YOUR TIME

THEN THINK ABOUT MAKING INTENTIONAL CHANGES...

How can you make changes that will increase your ability to use your time to bring your vision to life and achieve your goals?

What ideas do you have for minimizing interruptions?

How could the time and energy being spent on urgent situations be reduced?

What new systems could be put in place to maximize your efficient use of time?

What could you delegate?

When leaders become fully aware of how they are using every precious minute of their workdays, they can make the shifts needed to better align their use of time with their vision and goals.

Step 6

TAKE CONTROL OF YOUR TIME

"Take care of the minutes and the hours will take care of themselves." - Lord Chesterfield

SAMPLE TIME TRACKING LOG

Directions: Accurately record all aspects of your day, even the time-wasting activities that may seem insignificant but can add up to a large amount of time. Make a new entry whenever you switch activities. Pay careful attention to whom you are spending time with, urgent situations that drag you away from your scheduled activities, and interruptions that occur. A detailed time log will give you data you can reflect on to decide what changes you would like to make in how you are using your time.

TIME	ACTIVITY	SCHEDULED	INTERRUPTED	URGENT	PEOPLE INVOLVED	COMMENTS

***Adapted from: MacDonald, Susan. *Inspiring Early Childhood Leadership: Eight Strategies to Ignite Passion and Transform Program Quality*. Lewisville, NC: Gryphon House, 2016. Pages 83

COMMITTING TO POSITIVE CHANGES

*"The bad news is time flies. The good news is you're the pilot."
- Michael Altshuler*

1. What would you like to change about your approach to time management now that you have clarity on your vision and goals? List as many things as you can think of.

2. List three time management changes that you are going to fully commit to:

3. How will you track and hold yourself accountable to these changes?

4. What resources or support do you need to stay on track?

Step 7

CONNECT WITH NEW RESOURCES

RESOURCES LIST

Prepared by: Susan MacDonald, Inspiring New Perspectives
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ARTICLES

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BOOKS

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- Seale, Alan. Soul Mission, Life Vision: Recognize Your True Gifts and Make Your Mark in the World. Red Wheel, 2003

Step 7

CONNECT WITH NEW RESOURCES

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Vanderkam, Laura. 168 Hours: You Have More Time than You Think. New York: Portfolio, 2010

Verheijen, Luc, Tjepkema, Saskia and Kabalt, Joeri. Appreciative Inquiry as a Daily Leadership Practice, Taos Institute, 2020

VIDEOS

Barbara Fredrickson – Positive Emotions Transform Us <https://www.youtube.com/watch?v=hKggZhYwoys>

Carol Dweck - The Power of Believing that You Can Improve. TED Talk by <https://www.youtube.com/watch?v=X0mgOOSpLU&t=15s>

Dewitt Jones – Celebrate What's Right with the World https://www.youtube.com/watch?v=gD_IH6rqf8&t=1s

Jack Canfield - How to Create a Vision Board <https://www.youtube.com/watch?v=iamZEW0x3dM>

Laura Vanderkam - How to gain control of your free time <https://www.youtube.com/watch?v=n3kNIFMXslo>

Michael J. - Know Your Why <https://www.youtube.com/watch?v=lytFB8TrkTo&t=38s>

Patti Digh – Six Keys to A Happy Life https://www.youtube.com/watch?v=NWQS_2ICcEA

Robyn Stratton-Berkessel Playful Inquiry – Try This Anywhere <https://www.youtube.com/watch?v=9IDMOgHINak&t=2s>

PODCASTS

Brené Brown – Unlocking Us <https://brenebrown.com/unlockingus/>

Dan Harris - Ten Percent Happier <https://www.tenpercent.com/podcast>

Happier with Gretchen Rubin <https://gretchenrubin.com/podcasts/>

Positivity Strategist, Season One – Appreciative Inquiry with Diane Stratton-Berkessel <https://positivitystrategist.com/podcast/#season-1>

Whitney Johnson, Disrupt Yourself Podcast <https://whitneyjohnson.com/disrupt-yourself-podcast/>

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