

# THINK . DO .

SHAPING  
THE

FUTURE  
WORKSHEET

PURPOSE AND  
VALUES DRIVEN  
DEVELOPMENT

A Self-limiting Belief I hold about myself is:

01

I can reframe this to an Empowering Belief of:

02

What values stand out for me that I need to consider when making choices about my development?

03

My personal values and reasons why:

04

What creative development opportunities can I seek out now to reach my goals?

05

How do I start a conversation about one of these opportunities?

06

# SPRINTS .



THINK .

DO .

PERSONAL PLANNING TOOL  
FOR A CONVERSATION  
THAT COUNTS

SPRINTS .



SONY MUSIC

# PERSONAL PLANNING TOOL FOR A CONVERSATION THAT COUNTS

**PREPARE**

**CONTEXT**

– My challenge is

– The type of conversation I need to have is  
 positive  constructive

– Information I need to support this conversation

– The facts and gaps in my knowledge about my challenge

**PURPOSE**

– The tangible outcome I want to see or experience is

– The relationship outcome I want to experience is

**FEELINGS/IMPACT**

– How do I feel about this conversation?

– How have I contributed to this?

**THE OTHER PERSON**

– What are their motivations, feelings, behaviors and mindset?

**MY APPROACH**

– What is my mindset?

– How will I manage the emotions of others and myself?

– Where will I need to be flexible?

**INITIATE**

Have I considered...?

– Environment? Where?

– Timing? When?

– Will it involve other people?

– Evidence?

– Further support for others and myself?

– Will further conversations be needed?

– The effective opening phrases I will use are

**DEEPEEN (DURING THE CONVERSATION)**

**Identify the specific challenge plus data and examples**

– "I would like to talk about"

– Describe the impact it is having on their ability (and others) to be successful

**Engage to fully understand their perspective and explain yours**

– "I want to understand your thoughts and feelings about"

– Make notes here of what they say

**Agree actions together on how you can move forward**

– What has been agreed?

– By whom?

– By when?

– How do I think the discussion went?

– What went well?

– What would I do differently next time?

**REFLECT (AFTER THE CONVERSATION)**