

Action Plan to Leverage Your Strengths

This resource includes ideas on how to develop and leverage your strengths through awareness and taking action.

Here's how I suggest you use this resource:

1. **Review** the ideas on the next page and feel free to add to them.
2. **Select** 1 idea (or part of an idea) you will take action on within the next week.
3. **Write your concrete and specific action step** (commitment) in your calendar, notebook, or another place you will see it.



To help ensure your success, you can also:

- Record when you'll have completed the action.
- Let someone know your plan to help with accountability.
- Partner with someone on your commitment.



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Leverage Strengths Through Awareness

Identify what others ask you for help with. Reflect on why you're identified as a good person to help with _____ (or ask someone).

Reflect on a challenging work project. Think of a time you did a great job on a challenging work project, or a time you felt particularly accomplished with something you worked on. Recall that event in as much detail as you can, including which skills you used to help achieve your end result. Identify what comes naturally to you.

Determine the personal attributes that enable you to interact effectively and harmoniously with other people. (e.g., being a good listener, being reliable, having patience, having strong self-awareness, etc.)

Learn and reflect on your learning.

Ask others what your strengths are.

Leverage Strengths Through Action

Obtain a volunteer position that allows you to build your strengths.

Ask your manager/supervisor for opportunities to be involved in roles and tasks that help you develop your strengths within your current position.

Join a committee or working group where you can apply/practice using your strengths.

Take on a role that you may have been reluctant to step up for within your work or community.

Speak with your manager and/or colleagues about the areas you want to grow in and enlist their support in taking further action. You do not need to make this a solo journey.