

Feedforward Planning Sheet

Seven questions that turn what you noticed into something you will actually do. Type into the boxes, or print it and use a pen.

1. **What do I want to improve?**

Name the specific thing, not the category. Not "communication", but "I lose the room in the first two minutes".

2. **What actions will I take?**

The concrete steps. If you cannot picture yourself doing it on a Tuesday, it is not a step yet.

3. **Who or what can support me?**

A person, a tool, a moment in the week. Most plans fail on this one because nobody else knows about them.

4. **What is my first step, and when?**

One action, with a date. This is the line that decides whether the rest happens.

5. **What kind of feedback do I want?**

Ask for something specific and people can give it. Ask "any feedback?" and you get "it was good".

6. **How will I know I am making progress?**

Something you could notice from the outside, not a feeling.

7. **How do I keep this going?**

What in your existing week does this attach to?

One more thing

Question four is the one that decides whether the rest happens. If there is no date in it, this sheet is a nice piece of thinking and nothing else. Put it in your calendar before you close this file.