

Transit Leader Action Plan Blueprint

Purpose: Turn insights from today's session into concrete, trackable actions. This blueprint helps you identify what to start, stop, and strengthen - focusing on realistic, high-impact changes in how you manage time, priorities, and leadership focus.

Step 1 – Reflection: Where Am I Now?

Think about your current habits and time drains. Complete the prompts below:

- The biggest “time trap” I fall into is:

- One task or responsibility I spend too much time doing myself:

- One area I'd like to be more proactive or strategic about:

Step 2 – Identify 3 Focus Areas for Change

Focus Area	Why It Matters	1 Small Step to Start	Who Can Support / Hold Me Accountable
1			
2			
3			

💡 Examples: Delegating more effectively, setting clearer priorities, planning daily MITs, reducing reactivity, protecting time blocks.

Step 3 – 30-Day Commitment

Action	When I'll Start	How I'll Measure Progress	Potential Obstacles / Solutions

🗨 Use this table to make your commitments visible - ideally post it in your workspace or review with a peer or supervisor weekly.

Step 4 – Personal Check-In Questions

Reflect weekly:

- Did I protect my most important time blocks?
- What did I delegate successfully this week?
- What drained my focus - and how can I handle it differently next week?

“What’s one shift you’re committing to as a leader to manage time more intentionally - and how will your team notice the difference?”