

## PHASE III – MODULE 3: EFFECTIVE CHANGE CHANGE WORKSHEET

Use this worksheet and answer the following questions to help lead your change initiative.

1. Identify something that needs to be changed in \_\_\_\_\_  
(organization in which you are currently a member. *This should be the same organization for all those participating in the change initiative*).
2. Why is there a need for the change initiative? (Why is this an important issue or problem?)
3. To whom is this issue important? (Whom are you attempting to impact?)
4. Research the change initiative: What has the group or organization previously, or already, done to change the issue or problem identified? Interview the appropriate members who can help you find the answer to this question (if completing this worksheet as a group, have a brief discussion on this topic).



**9.** How will you communicate this change initiative to others and how will you attract them to the change project?

**10.** How will you involve and empower others to implement this change?

**11.** What are your strategies to deal with fear and resistance to change? Overcoming apathy?

**12.** How will you promote risk-taking?

**13.** How will the change project be initiated and implemented?

**14.** How and when will you assess what has worked and what has not worked in the implementation of the change initiative?

**15.** What important lessons did you, or the group, learn (positive and negative) about implementing this type of change?

**16.** How will you acknowledge or celebrate your accomplishments (small wins and overall change)?

**17.** What steps will you take to ensure that the change momentum continues after the original change activities are done?