



**Nonprofit
Leadership
Alliance**

Personal Equity Plan

Defining Terms and Examples

Goal: Identify the result you plan to achieve

- Example: Increase personal comfort level in speaking out in personal interactions as needed.

Action Plan: Identify the action steps needed to achieve your goal

- Example: Read the book: *Speaking Out: A 21st Century Handbook for Women and Girls* by Tara Moss.
- Example: Listen carefully to formal and informal conversations to identify when I feel uncomfortable with the exchange.
- Example: When I feel uncomfortable in a conversation, experiment with tactics for challenging the speaker/group to reach a positive outcome.

Deadline: Identify the date to accomplish the action step. (within 30 days, within 90 days, within 180 days, longer term)

Barriers to Implementation: Identify why you would not accomplish the action step.

- Example: I don't have time to read a book.

Overcoming Barriers: Identify what you can do to remove the barrier.

- Example: I will schedule 30 minutes three times a week to read thoughtfully.

Next Steps: Identify how you will continue to make progress on this goal.

Example: I will continue scheduled reading with this book: *Without Excuses: Unleash the Power of Diversity to Build Your Business* by Joe Watson.

Status/Progress: Return to this document and identify your progress.

- Example: Finished the book!