

A.C.T.ivate Your Capacity™

A simple, repeatable framework to help you build capacity through Aligning how you lead,
Commit to what is most important and Transform your impact & results.

Align • Commit • Transform

Purpose ↗ *Guiding leaders to build capacity in 3 critical ways; Self, Relationships & The Work through small, meaningful shifts that compound over time.*

Generate Awareness & Align ↗

Current leadership capacity snapshot

Self - My Energy, Clarity & Alignment	Relationships - Cultivating Trust, Communication, Influence	Work - Refining Focus, Decisions, Execution
How am I showing up as a leader?	Who are my key stakeholders?	Where is most of my time going?
When am I at my best?	Which relationships are thriving?	What projects/priorities are working well?
When am I most depleted?	Which relationships are strained?	What feels heavy, unclear, or misaligned?

Clarify & Commit to what Matters Most ↗

Your values guide decisions. Clarity around priorities protects your time & attention.

Top 3 Leadership Values (decision anchors):	Top 3 Priorities (next 6-12 months)	Alignment Check Is how I spend my time, energy & attention aligned with my values?
1.	1.	
2.	2.	Where are they not?
3.	3.	

Reflection - looking within for insights ↗

Reflect and gain insights that help or hinder your Leadership Brand

What am I holding onto that no longer serves me?	Where am I over-functioning instead of empowering?	What would create more focus, ease, or impact if I allowed it?
My Leadership Brand (Captures 3 strengths and what you intend to deliver/ specific result. "I want to be known for being __, __, and __ so that I can deliver __")		

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Evolve • Be • Achieve

Take Action & Transform™ ↗

Capacity is built through a commitment to intentional shifts. What micro-habits will I test?

Action Plan (Next 30 Days)

Area	Micro-habit	Cadence	Accountability
Work			
Relationships			
Self			

Integration | Performance Signals ↗

Build the Rhythm

Area	How I'll Know This Is Working (use current KPI's and feedback loops)
Work	
Relationships	
Self	

Quarterly Check-in | Refine & Evolve ↗

What have I learned? Where have I grown?
What will I refine next?

(Return here every 90 days)

Quarter 1	Quarter 2	Quarter 3	Quarter 4

Small shifts. Big Impact. Sustainable Performance. How you show up for Self, Your Team, and the Work reflects in your brand, relationships & bottom-line.

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