

# A.C.Tivate 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

How am I showing up as a leader?

When am I at my best?

When am I most depleted?

Relationships - Cultivating Trust, Communication, Influence

Who are my key stakeholders?

Which relationships are thriving?

Which relationships are strained?

Work - Refining Focus, Decisions, Execution

Where is most of my time going?

What projects/priorities are working well?

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):

1.

2.

3.

Top 3 Priorities  
(next 6-12 months)

1.

2.

3.

Alignment Check

Is how I spend my time, energy & attention aligned with my values?

Where are they not?

**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 \_\_")

# A.C.Tivate Your Capacity™

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.*

LAY-UP

COACHING & CONSULTING

[www.LAYUpCoachingandConsulting.com](http://www.LAYUpCoachingandConsulting.com)