WORKSHOP 4 - PARTICIPANT NOTES

My 30-Day Action Plan

OPEN THE WORKSHOP PROMPT
https://agentimpact.ai/prompts/30-day-action-plan

A first draft. Start with one small test. Leave gaps to check later. The chatbot will guide you. Short notes and "Not sure yet" are fine. You do not need every box. Use anonymous roles and rounded figures. Keep confidential records and personal data out.

2026-09-30 | Follow-up 2026-10-07, 10:00
Confirm time zone in host invitation

MINIMUM PATH TODAY **Work to improve | Next action | Checker | Unknowns | October 7 evidence | 30-day decision**

1 - Work to improve
What job and business result will you improve?

2 - Who will do it and check it?
Who leads? Who checks? Write to agree if needed.

3 - Who needs to be involved?
Who needs to agree, help or change their work?

4 - One rule before we start
What needs approval or a rule before the test?

5 - How will we know it helped?
What will you measure? What happens today?

6 - My commitment
By October 7, I will ...

Where are you starting? If unsure, choose the first.

☐ I need to test this idea.
☐ I have checked a successful small test and want to try it more widely.
Result / checker / record:

IF TIME ALLOWS: ONE THING TO SORT OUT IN EACH AREA

Priority: Who must agree?

Information: What can we use?

Work steps: Who checks?

People: Who needs support?

NEXT 30 DAYS **Suggested planning checkpoints | Proposed 30-day review: 2026-10-30**

1 - By Oct 7
First action and evidence to bring.

2 - Oct 8-21
Next action after reviewing evidence. Who helps or owns it, if known?

3 - Oct 22-30
What result will be checked? By the proposed Oct 30 review, decide: continue, change or stop.

Unknowns to check before acting:

Check the chatbot's readback and correct errors. Mark unknowns and proposals clearly. This plan has not been verified against company records. Keep this page for your own use. To continue in your approved AI chatbot, attach a photo only if permitted and redact names, personal or confidential details first. Ask the chatbot to read back your notes for correction.