



# TAKING INITIATIVE

A 90-minute Webinar

1. What does “taking initiative” mean? \_\_\_\_\_

\_\_\_\_\_

2. Why does it matter **to you**? \_\_\_\_\_

\_\_\_\_\_

3. What might be some of the obstacles for **anyone** who wants to take initiative? \_\_\_\_\_

\_\_\_\_\_

4. Some of the qualities that contribute to taking initiative are shown below. Place a checkmark in the boxes of the qualities **that you have**.

- |   |   |
|---|---|
| <input type="checkbox"/> internal motivation          | <input type="checkbox"/> leadership                             |
| <input type="checkbox"/> willingness to take risks    | <input type="checkbox"/> being proactive                        |
| <input type="checkbox"/> willingness to be vulnerable | <input type="checkbox"/> being a problem-solver                 |
| <input type="checkbox"/> willingness to take blame    | <input type="checkbox"/> being prepared                         |
| <input type="checkbox"/> drive                        | <input type="checkbox"/> being a team member, not an “employee” |
| <input type="checkbox"/> innovative thinking          | <input type="checkbox"/> resourcefulness                        |
| <input type="checkbox"/> decisiveness                 | <input type="checkbox"/> being thoughtful                       |
| <input type="checkbox"/> creativity                   |   |

5. What other qualities can you add to this list? \_\_\_\_\_

\_\_\_\_\_

6. What can we do to be more intentional about taking initiative?

a) \_\_\_\_\_.

b) Give \_\_\_\_\_.

c) Build your \_\_\_\_\_.

How? \_\_\_\_\_.

d) \_\_\_\_\_.

e) Learn to be \_\_\_\_\_.

f) Own your \_\_\_\_\_.

g) \_\_\_\_\_.

h) Be a \_\_\_\_\_.

- i) \_\_\_\_\_.
- j) \_\_\_\_\_.
- k) Know \_\_\_\_\_.
- l) Recognize which initiatives are \_\_\_\_\_.
- \_\_\_\_\_.
- m) Make sure how you are taking initiative \_\_\_\_\_.
- n) Look for \_\_\_\_\_.
- o) Ask for \_\_\_\_\_.
- p) \_\_\_\_\_.
- q) Anticipate \_\_\_\_\_.
- r) Be \_\_\_\_\_.
- s) Learn to be \_\_\_\_\_.
- t) Look for ways to \_\_\_\_\_.
- u) Be willing to be \_\_\_\_\_.
- v) Recognize that taking initiative is a \_\_\_\_\_.
- w) Don't \_\_\_\_\_ your boss.
- x) Adapt an \_\_\_\_\_.
- y) \_\_\_\_\_.
- z) Consider \_\_\_\_\_.

***Taking initiative essentially means setting yourself apart. From the many tips we've discussed, how will you set yourself apart by taking initiative?***

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***Specifically, in what instances might you be able to do this?*** \_\_\_\_\_

***What might be your obstacles?*** \_\_\_\_\_

***How will you overcome those obstacles?*** \_\_\_\_\_