

Leadership HIIT Plan: 90-Day Worksheet

How change happens between the meetings

Name: _____ **Role/Team:** _____

Dates (90 days): _____ to _____

1. Your 90-Day Leadership Focus

In one sentence, what do you most want to shift in your leadership over the next 90 days?

My primary 90-day focus:

2. Choose Your HIIT Intervals

Pick 2–3 intervals to practice between meetings.

- Starting with a single question
- Listen, clarify, summarize
- Five steps to deliver feedback
- Decide to confront the issue head on
- Revisit your language
- Draft a boundary sentence for your next hurdle
- Choose one word between meetings
- Name it and break it down

My chosen intervals (2–3):

- 1.
- 2.
- 3.

3. Design Your Weekly HIIT Pattern

Decide when you'll run each interval during a typical week (between meetings)

Example:

- Monday: Start one key conversation with a single question.
- Wednesday: Practice “listen, clarify, summarize” in the team meeting.
- Friday: Rewrite one tough moment using better language/boundary.

My weekly pattern:

- **Interval 1:** _
 - I will practice this on:
- **Interval 2:** _
 - I will practice this on:
- **Interval 3 (optional):**
 - I will practice this on:

4. Accountability Checkpoints

How will you track that you actually ran your HIIT intervals?

- I'll use (check one):
 - A simple tally or checkmark in my calendar
 - Notes section in my meeting agenda
 - End-of-day reflection
 - Other: _

5. Weekly Reflection (use each week)

At the end of each week, jot a few quick notes:

- What HIIT intervals did I actually run?
- What did I notice in myself or my team?
- What will I repeat, tweak, or stop next week?

6. 90-Day Reflection

At the end of 90 days, return to your original focus statement and answer:

If I used this plan for the past 90 days, what is different for me and my team now?
