



By Darian Dozier



10 STEPS TO LEADING THE CHANGE FROM WHERE YOU ARE

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Octate Wellness is dedicated to helping you reach your eight-dimensions of health and wellness. One of those dimensions is Vocational. **Vocational Wellness** helps you pursue your career and work aspirations, which includes motivation and value-based work. Leadership in project management is also an important quality of **Vocational Wellness**, and can increase your chances of moving up in your career field.

This workbook, *10 steps to Leading the Change from Where You Are* is a project management leadership journal that provides spaces for you to organize your project. This **free version** provides a basic template for planning. You can also upgrade to the **deluxe version** for a more interactive project planning journal, as well as other health and wellness tools, at www.melanatedandmeducated.com

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Throughout your project, be sure to share your progress with Octate Wellness and follow for more wellness tips!



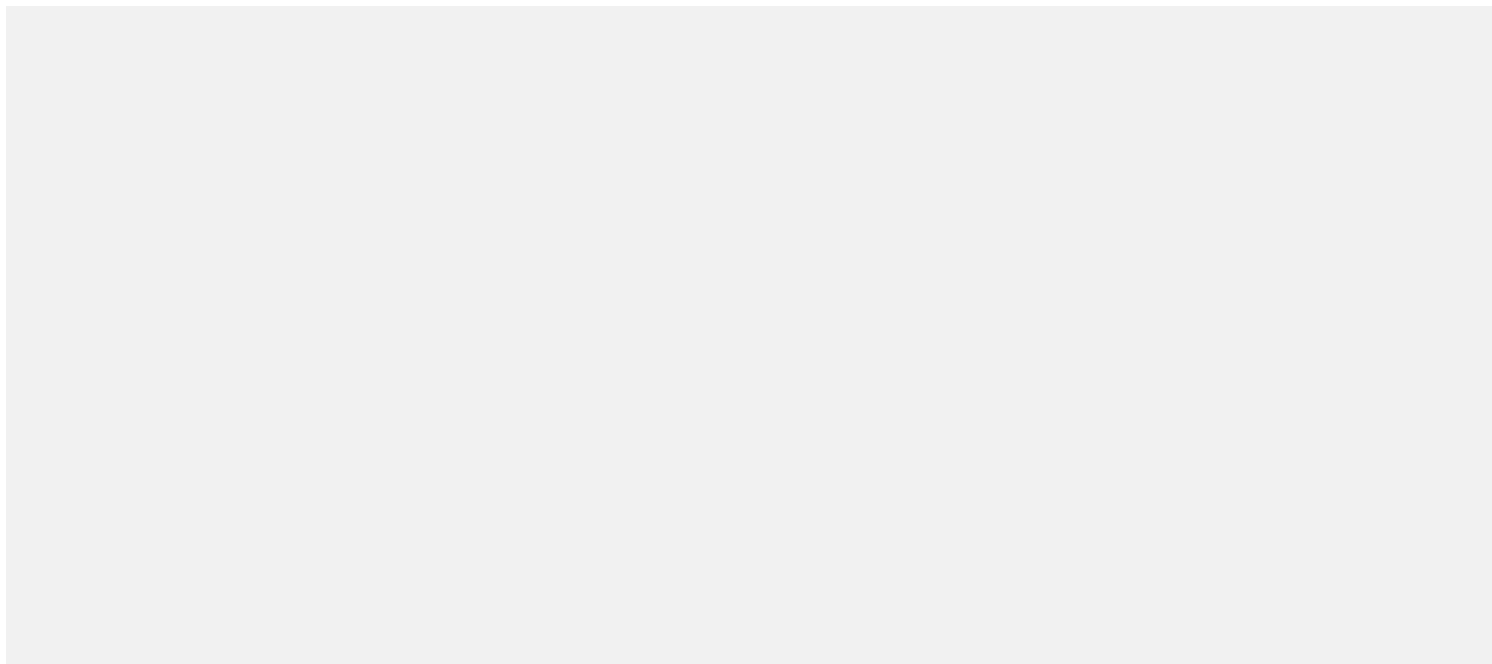
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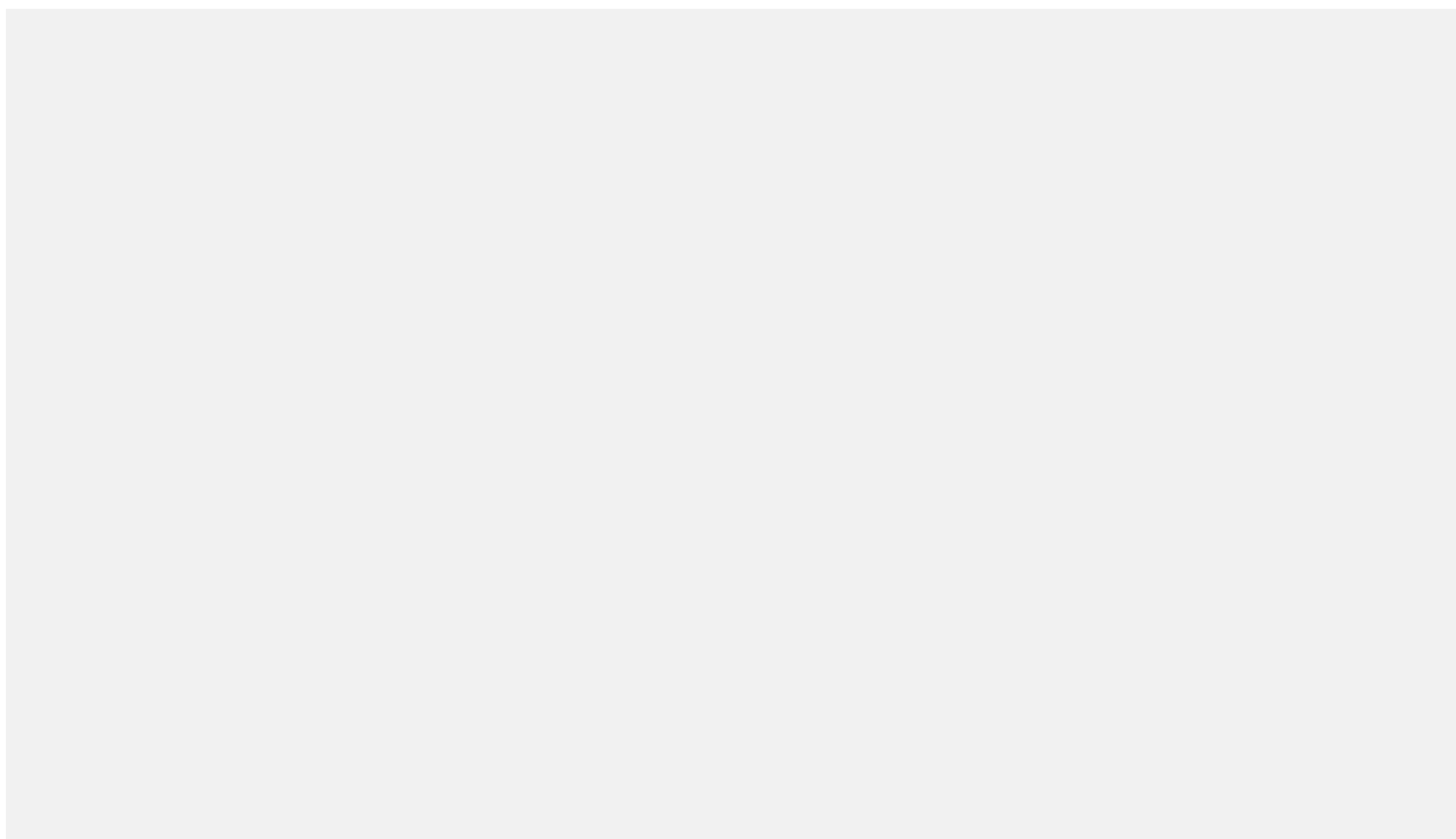
Step 1: Identify a problem

What is a problem that you have identified in your school, community, home, etc. that you would like to solve? Please write it out in the space below.



Step 2: Identify solutions

If you could do **anything** to solve your problem, what would you do? Write out your solutions below...remember think outside the box!



Step 3: Identify your skill set and qualities

Think about the skills and qualities that you have. Regardless if they match with the problems or solutions, consider every single things you've done, you're good at, describes you, etc.

Example:

- *fast*
- *smart*
- *athletic*
- *friendly*
- *have a big heart*
- *good at fundraising*
- *reliable*
- *funny*
- *time-management*

Step 4: Identify *plausible* solutions

Reflect on the list of solutions and your list of skills. Find the connection between the two lists and create a list of solutions that are actually possible based on your skills, qualities, and resources.

Choose the best solution(s) and write the end goal in the space below.

Project Title and Description:

End Goal or Objectives:

Step 5: Create a checklist and timeline

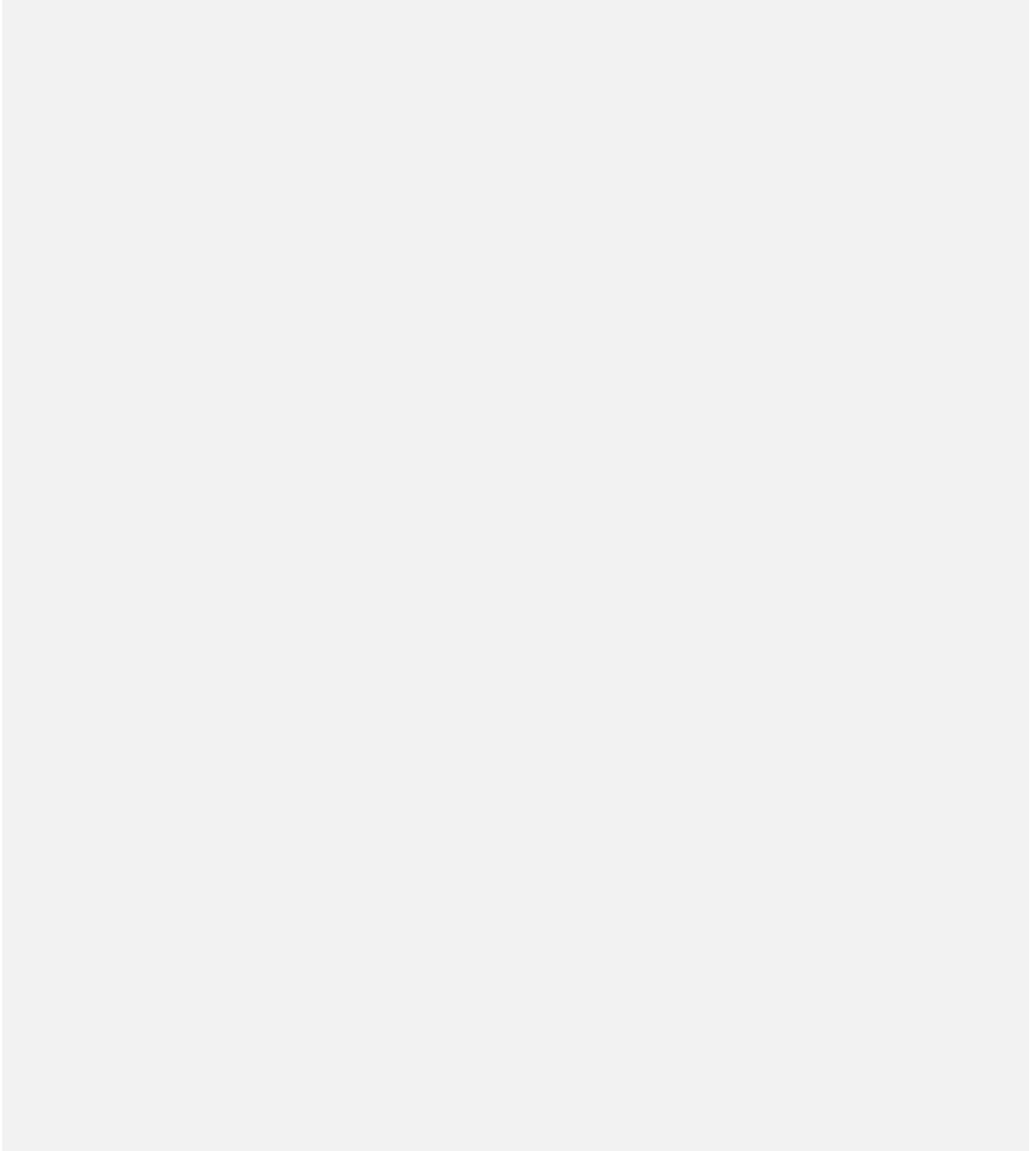
On the left, create a checklist for everything required to get this project done. On the right, put a deadline for each project. Without a deadline, a goal is merely a wish without a plan. **Don't forget to check off each activity when complete.**

Activity

Deadline

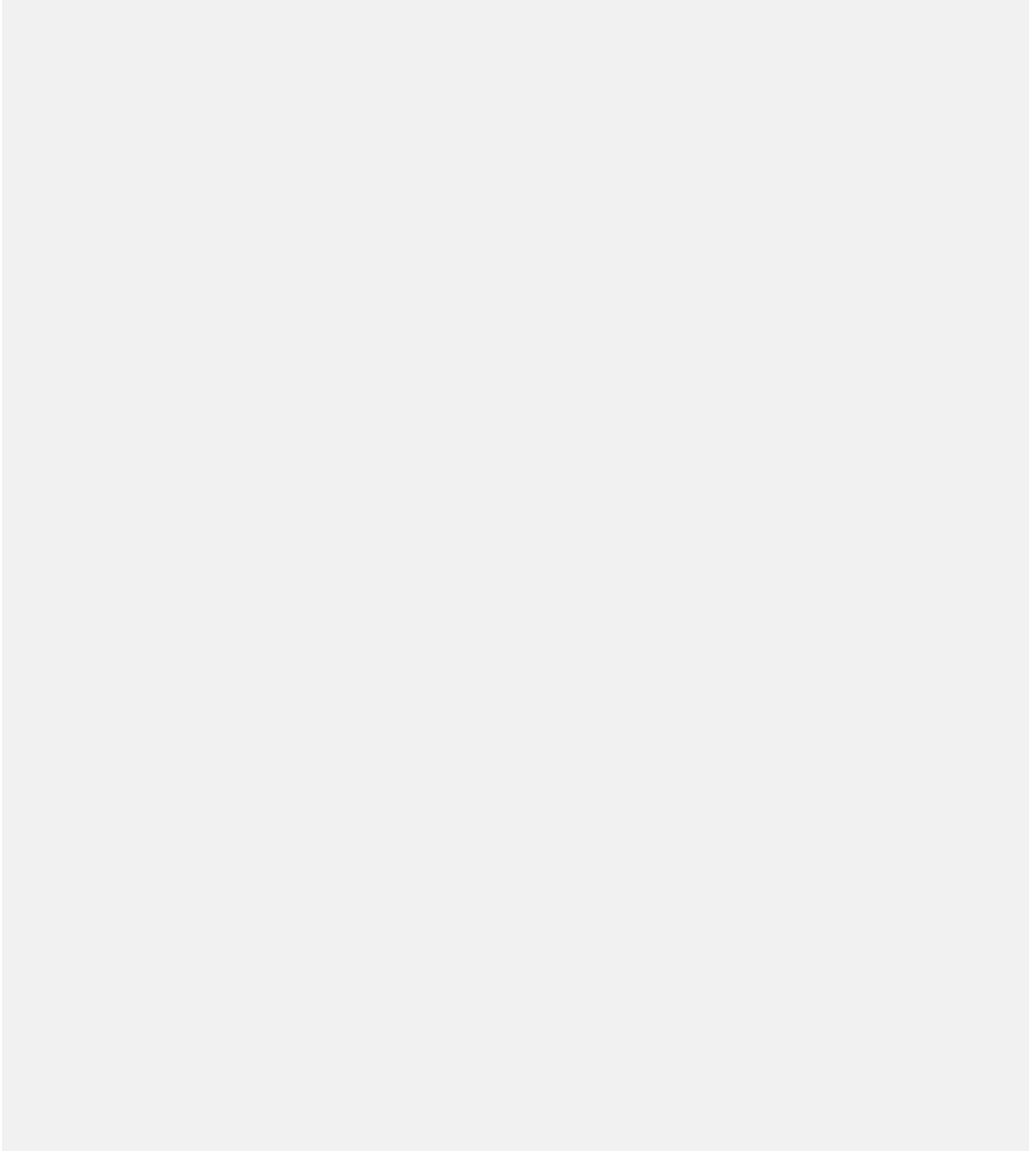
Step 6: Identify potential problems and limitations

Before you begin the project, identify some limitations and potential problems that may arise. Refer to your qualities to see what you may be missing to carry this project out.



Step 7: Create an action plan for each problem

Look at your lit on step 6 and create an action plan for each problem. Your action plan is a solution or contingency plan **in case** the problems from Step 6 arise. An action plan will help you be proactive instead of reactive.

A large, empty light gray rectangular area intended for creating an action plan. It occupies the majority of the page below the text, providing a workspace for the user to write their solutions or contingency plans for the problems identified in Step 6.

Step 8: Begin your project

"The beginning is the most important part of the work."

~Plato

You have completed all of the pre-work and organization and now it's time to begin. This part can be scary as you may be worried about failing, but the most important thing is to just try. The only thing you can control are your thoughts and perspectives throughout the project.

Use the space below to write your fears on the left and positive thoughts or affirmations on the right.

Fears or Worries

Positive Affirmations

Step 9: Expect and identify setbacks

Setbacks are more likely going to happen than not. Expecting them may make it easier deal with them. Write down your setbacks in the space below as they happen, and record what you do to fix them so you have record of what you did.

Setback

Solution

Step 10: Celebrate your wins and give thanks

When things go wrong, it is easy to forget all the things that went right. At the conclusion of your project, or throughout the duration, record your wins. Reflect on them when things are going wrong. Also write down people who helped you along the way so you can make sure to give them thanks and show your gratitude.

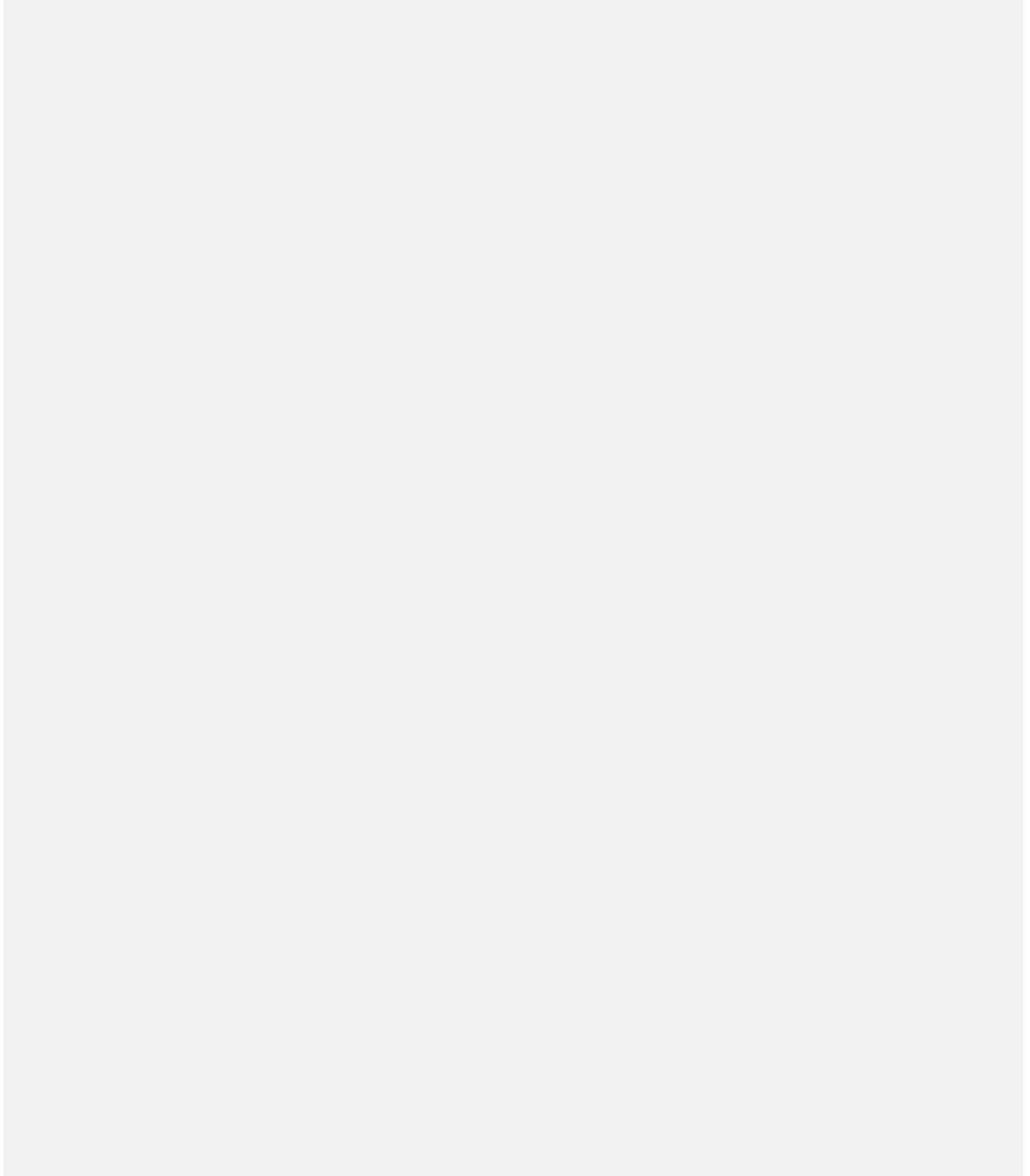
Wins

Thanks

Bonus Step: Reflection

When your project is complete, it's really important to take the time for reflection.

This allows you to see what went right, what went wrong, and what are the next steps for the project. Use the space below to reflect on your project.

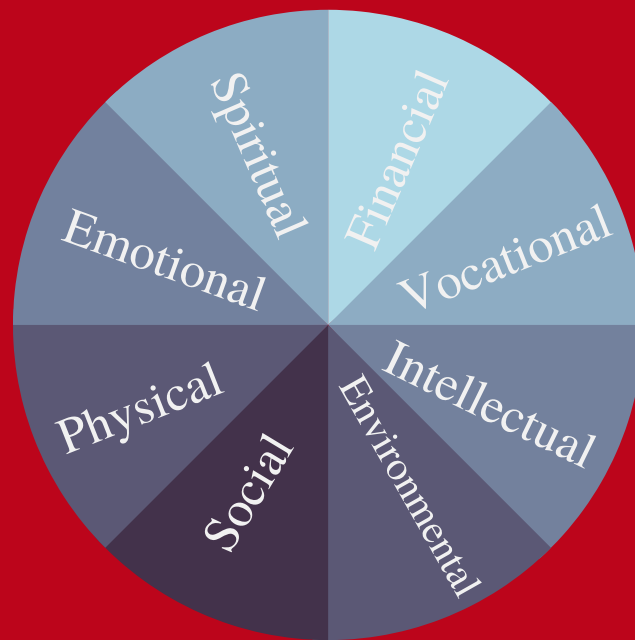
A large, empty light gray rectangular area intended for reflection. It occupies the majority of the page below the introductory text.

About the Founder



Darian Dozier is a medical student and the owner of **Melanated and Meducated**, a blog where she gives advice to premeds, documents her own journey through medical school, and provides health and wellness information.

Through **Melanated and Meducated**, she has launched **Octate Wellness** - a health and wellness business designed to help you reach your 8 domains of wellness:



Octate Wellness creates organizational products that meet each one of these domains. Please continue to check out the website for more products and blogs about how to reach your eight dimensions!

www.melanatedandmeducated.com

