

APPENDIX H

ACTION PLAN WORKSHEET

USE THIS WORKSHEET to turn your ideas into a clear action plan. Complete it at the end of Chapter 15 and revisit it every ninety days. This version is designed for black-and-white printing in the book. For an enhanced, full-color version of this worksheet and additional forms, visit The Happy Franchisee website at flc.rocks/the-happy-franchisee/forms

MY VISION—WHERE AM I GOING?

What clarity do I now have about the leader I am becoming?

.....

.....

.....

.....

MY MISSION STATEMENT—WHY AM I DOING THIS?

How does my mission reflect purpose, integrity, and long-term impact?

CULTURE—HOW DO WE LIVE OUR MISSION, VISION, AND VALUES EVERY DAY?

What behaviors define our culture?

KEY FOCUS AREAS FOR THIS YEAR (OPERATIONS, MARKETING, PEOPLE, PERSONAL)

ACTION PLAN—KEY ACTIONS

List the specific actions you will take, who is responsible, and when they will be completed.

<i>Action Item</i>	<i>Priority</i>	<i>Who</i>	<i>Due Date</i>	<i>Notes</i>

LEARNING & ADAPTATION

What will I learn next, and how will I apply it?

.....

.....

.....

EMOTIONAL RESILIENCE

Where does self-doubt show up, and what action will I take anyway?

RHYTHM & EXECUTION—30 / 60 / 90 DAY GOALS

What daily and weekly habits will create consistency?

30-Day Goals

60–90 Day Goals

THREE-YEAR VISION & MEGA GOALS

What sustainable growth am I building toward?

COLLABORATION & RELATIONSHIPS— RELATIONSHIPS TO BUILD

Internal (Staff, Landlord, Key Team Members)

How will I strengthen trust and collaboration?

External (Franchisor, Accountant, Advisors, Peers)

How will I build long-term alignment?

SELF-LEADERSHIP

Family and Home Support

How does my business support the life I want?

Relationship with Myself (Health, Energy, Learning, Boundaries)

What daily behaviors reflect The Happy Franchisee™?

FINAL REFLECTION

What is one commitment I am making to myself as a franchisee?
