



6: COMMUNICATING WITH PURPOSE:

Your Action Plan for Clear, Confident, and Effective Communication

Action Planner

Reflect and Prepare

Name: _____

What Is Purposeful Communication?

It's the habit of communicating clearly, directly, and respectfully, especially when it matters. It helps build trust, reduce confusion, and grow your personal competitive advantage.

Why This Matters to Me

How can stronger communication help you in your school, training, job, or relationships?

My Strengths & Challenges

What's going well: _____

What I want to work on: _____

What situation(s) feel most challenging: _____

Belief Shift

Circle or write a belief to support your growth:

"I can be direct and respectful."

"Communication is a leadership skill."

"The way I speak shapes how people see me."

"My voice matters—even when I feel unsure."

Other: _____



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Practice Plan + Progress

Name: _____

My 28-Day Communication Focus

What specific habit or situation will you work on?

Where will it happen? _____

How will you practice or measure it?

☐ Check-ins ☐ Journaling ☐ Partner feedback ☐ Script or tracker

Restart Plan

When communication breaks down (because it will), I will:

☐ Pause and clarify instead of assuming

☐ Reframe the message

☐ Reach out again, calmly

☐ Use my reset phrase: " _____ "

Weekly Reflection Prompts

1. What communication win did I have this week?

2. What challenge came up and how did I handle it?

3. What feedback did I receive (verbal or nonverbal)?

4. How did I grow my communication confidence?

28-Day Communication Tracker

Focus habit or conversation: _____

Week 1 ☐ ☐ ☐ ☐ ☐ ☐ ☐

How did week 1 go? Circle one word:

✓ Clear ✓ Confusing ✓ Empowered
✓ Hesitant ✓ Confident ✓ Growth

Week 3 ☐ ☐ ☐ ☐ ☐ ☐ ☐

How did week 3 go? Circle one word:

✓ Clear ✓ Confusing ✓ Empowered
✓ Hesitant ✓ Confident ✓ Growth

Week 2 ☐ ☐ ☐ ☐ ☐ ☐ ☐

How did week 2 go? Circle one word:

✓ Clear ✓ Confusing ✓ Empowered
✓ Hesitant ✓ Confident ✓ Growth

Week 4 ☐ ☐ ☐ ☐ ☐ ☐ ☐

How did week 4 go? Circle one word:

✓ Clear ✓ Confusing ✓ Empowered
✓ Hesitant ✓ Confident ✓ Growth