

## JANE: After Action Review

1. What did we set out to do?  
Learn new skills, improve my future employability, be able to make a bigger impact for ABC, increase my bandwidth by sharing the load, develop people that work for me, create time to work on other things, increase awareness of my behavior and its impact on others, improve behaviors and increase skills.
2. What actually happened?  
I returned to the basics, increased my awareness of my affect on others, asked for feedback, used Chris as support during a very difficult year, took the time to learn / re-adopt old (known good) behaviors.
3. Why did it happen?  
I gave myself permission to focus some time on me & I made it a priority to improve.
4. What skills, processes, and learnings do you take from this and what are you going to do to keep your investment in time and money alive?
  - Continue to do mini-surveys (via ABC's survey builder software)
  - Continue to do "day of seeking feedback" with my folks at least 4 times per year
  - Continue to use Accountability Levers with "avoids" and "dos" to enhance my learning.
  - Listen generously
  - Focus on only 1-2 things at a time for my improvement and track improvement with mini surveys
  - Remember: it is OK to make mistakes
  - Remember: you can't improve if you don't try
  - Remember: delegation (done well) is good for everybody
  - Remember: defining my desired effect is pre-planning & not manipulation. It improves the outcome and the interaction.

Bottom Line: by recommitting to the basics, I was able to positively influence people during a very difficult time for ABC. Chris provided me with the support to try new things, re-introduce old things, and learn about myself in the process.

Jane