

## Job Action Memo

(adapted from *Finding Joy In Your Job*, © 2007 by Pat Healey)

Use this memo to refine your vision and as a template for one you'll create and present to management. Just telling someone your idea gets the least results. Giving someone an idea in writing increases your results. Explaining your plan while your boss also has a copy in his hand is even better. Adding visual components (charts, maps, etc.) if your plan is complex, will enhance your chance of success even further.

The first step is to summarize your ideal job here. (Refer back to your Dream Job Declaration on Page 108.)

**Job redefinition** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does it meet all five S.M.A.R.T. criteria? Good. Now fill in when you'd like to begin the job.

**Target date to begin my ideal job**\_\_\_\_\_

Write below a thorough description of all the main problems your plan will solve.

**Problems that my plan solves**\_\_\_\_\_  
\_\_\_\_\_

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Next, write out all the added value your plan brings to the company, keeping in mind that this (and the cost analysis) will be what is likely to be most important to your boss.

**Added value to the company** \_\_\_\_\_

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Note below who else would be affected by your getting this job and how.

**Who else is affected** \_\_\_\_\_

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**How my team is affected** \_\_\_\_\_

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**What will be required of them**\_\_\_\_\_

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**Who has agreed to be part of this plan**\_\_\_\_\_

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Add below what you need in order to accomplish your plan: equipment, software, training, space, more team members, etc.

**What is needed to implement this plan**\_\_\_\_\_

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Be sure to answer this all-important question:

**How long before my plan is profitable?**\_\_\_\_\_

Next, detail all the relevant skills you plan to bring to this new job.

Don't assume your supervisor knows all your abilities. Attach and refer to your resume, if appropriate.

**Skills I bring to the job**\_\_\_\_\_

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Write below how you expect to grow as a team member if you are able to move into this new position.

**How I expect to grow in value as a team member**\_\_\_\_\_

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Note any other items in these categories.

**Additional positive impacts and benefits to the company**\_\_\_\_\_

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**Things that will be easier or better because of this plan**\_\_\_\_\_

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Show some foresight, and acknowledge potential problems in implementing your plan, as well as ideas for handling them.

**Potential problems**\_\_\_\_\_

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**Possible solutions**\_\_\_\_\_

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Why do you want this job change? Refer back to the Possibility Charts you filled out beginning on Page 100. Find the chart that corresponds to your dream job outlined above, or if your vision has changed since then,

do a Possibility Chart for your revised dream now. Then transfer your desired results to the space below, adding in any other features you now envision.

**My desired results from my new job are** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note any changes in structure you might want, such as different hours, a new schedule, flex time or working from home.

**Suggested new schedule** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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Be prepared to say what change, if any, you expect in compensation. Consider both salary and benefits.

**What I would like in compensation for this new position** \_\_\_\_\_  
\_\_\_\_\_

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Finally, answer this question: What exactly does management have to agree to for you to move ahead with your plan?

**Approval that I seek**\_\_\_\_\_

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