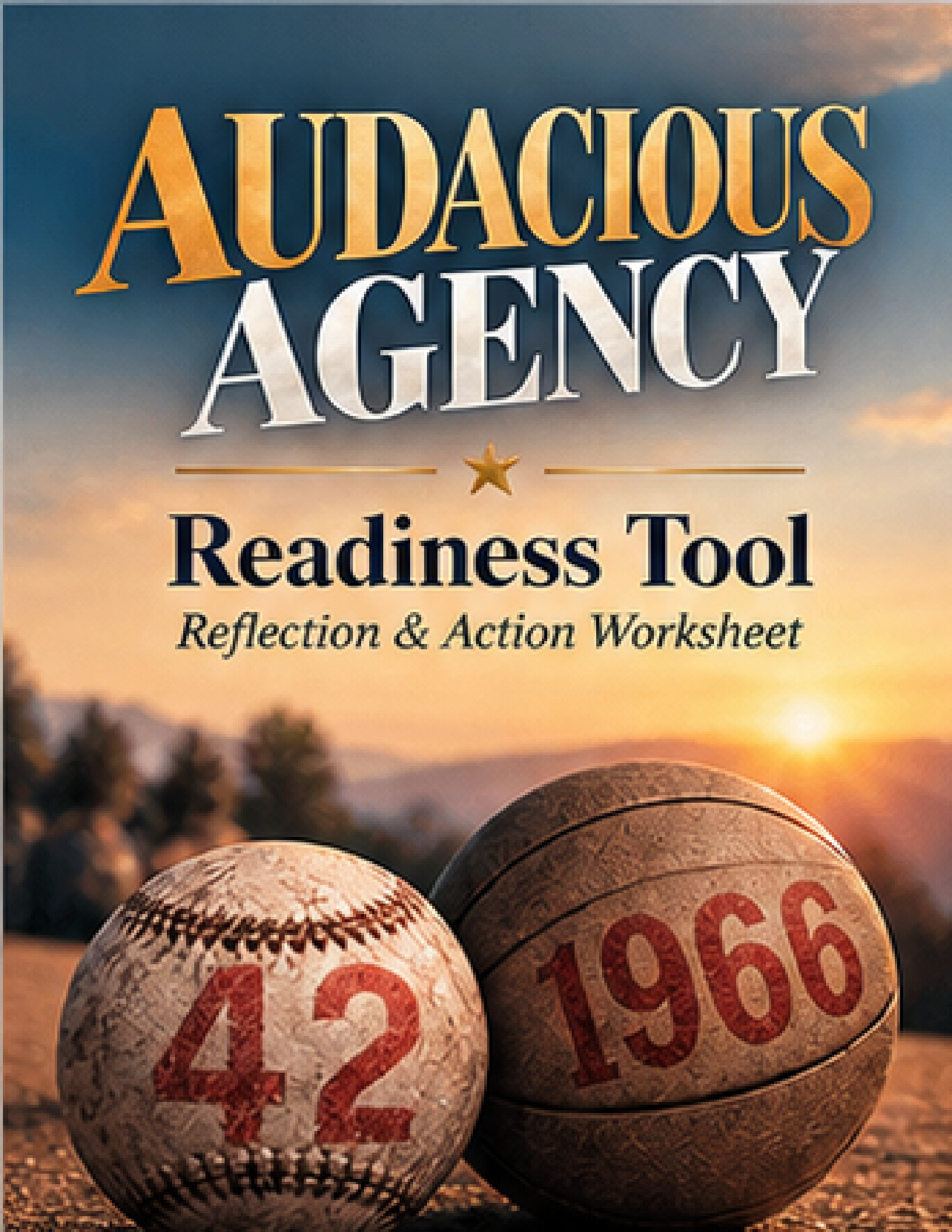
AUDACIOUS AGENCY

Readiness Tool

Reflection & Action Worksheet



Reflection & Action Worksheet

Purpose: To assess your readiness to practice audacious agency in the workplace through conviction, courage, and competence.

Audacious agency does not depend on having a leadership title, formal authority, or permission to care. It begins with seeing what could or should be different, unleashing the courage to move toward it, and navigating with the competence to help shape meaningful change.

Choose a workplace issue, opportunity, relationship, practice, or condition you believe deserves your attention. Then work through the five steps below.

The situation I want to address:

Type into the fields or print this worksheet and write your responses by hand.

Step 1: SEE — Conviction

“What do I see that should not be ignored?”

Audacious agency begins with moral perception. Before we can change something, we must be willing to see it clearly. Examine what is happening, who is affected, and why it matters.

CONSIDER

- The difference between what currently is and what you believe ought to be.
- Who benefits from the present condition and who may be disadvantaged, overlooked, or excluded.
- Whether your concern is grounded in evidence, experience, principle, or assumption.

What am I seeing that concerns, challenges, or compels me?

Why does this matter—not merely to me, but to others?

What conviction, value, or moral imperative makes this worthy of my attention?

What might I not be seeing yet?

Step 2: STRETCH — Courage

“What will moving toward what I see require of me?”

Seeing is not agency. Audacious agency requires the courage to stretch beyond comfort, familiarity, fear, and sometimes self-interest.

CONSIDER

- What you may be reluctant to say, ask, challenge, or do.
- What you are protecting by remaining where you are.
- The difference between discomfort and genuine danger or unreasonable risk.
- Whether standing down carries consequences for someone else.

What makes acting on my conviction difficult?

What am I afraid I might lose—comfort, approval, influence, opportunity, relationship, reputation, or something else?

What could others continue to lose if I choose not to act?

What courageous but responsible step am I willing to take?

Step 3: UNDERSTAND — Perspective

“What do I need to understand before expecting others to understand me?”

Audacious agency does not exchange conviction for acceptance. It develops the capacity to understand how other people interpret an issue while remaining grounded in what matters.

CONSIDER

- The assumptions and experiences shaping your perspective.
- The meaning others may have assigned to the situation.
- Whose perspective you have not genuinely heard.
- Whether you know people personally or primarily through assumptions and secondhand narratives.

Who sees this situation differently from me, and what might be shaping their perspective?

Whose voice or experience do I need to understand more fully?

What assumptions of my own need examination?

Who taught me what I believe about people or experiences I have never actually known?

Step 4: SHAPE — Competence

“Do I have the competence to help shape what I believe should become possible?”

Conviction can identify the destination. Courage can get us moving. Neither guarantees that we know how to get there. Competence requires learning, preparation, relationships, strategy, communication, reflection, and disciplined execution.

CONSIDER

- What knowledge or skill the situation requires.
- Who possesses expertise or experience you do not.
- Which relationships need to be developed.
- How something familiar might become a bridge toward something needful but new.
- What is within your influence even if you lack formal authority.

What do I need to know or learn before acting?

Who should I listen to, learn from, collaborate with, or invite into the work?

What is already familiar to people that could provide a bridge toward the necessary change?

What can I realistically influence from where I currently sit?

Step 5: SUBSTANTIATE — Evidence

“What would demonstrate that my agency is producing something meaningful?”

Audacious agency must eventually become visible. Good intentions are insufficient. Our being, beliefs, and behaviors should increasingly align, and meaningful change should produce evidence beyond our own sense of accomplishment.

CONSIDER

- Observable changes in behaviors, relationships, opportunities, practices, or experiences.
- Whether people affected by the issue experience improvement.
- Whether your actions are congruent with your professed convictions.
- What reflection and accountability will be necessary.

If this effort is working, what will people see, hear, experience, or be able to do differently?

How will I know whether my actions—not merely my intentions—are making a difference?

Who can help me evaluate whether the envisioned change is actually becoming visible?

My Audacious Agency Commitment

Now bring the five steps together.

I SEE:

The workplace reality I believe deserves attention is:

I WILL STRETCH:

The courageous step I am prepared to take is:

I WILL UNDERSTAND:

The person, perspective, or experience I need to understand more deeply is:

I WILL SHAPE:

The knowledge, relationship, skill, or resource I need to develop is:

I WILL SUBSTANTIATE:

The evidence that will tell me meaningful change is occurring is:

My Next Audacious Step

Within the next _____, I will:

Someone I will invite to support, challenge, or hold me accountable:

Closing Reflection

Audacious agency does not begin by asking, “Do I have enough authority?” It begins by asking, “What can I responsibly do with the agency I already possess?”