WORKSHEET
Action Work Plans

Instructions

1. Duplicate this page for your own use.
2. Utilize the Diversified Hiring Action Plan as a template for any work plans you need to complete for your desired actions.
3. Outline your goals/outcomes, timeline, partners, and tactical steps.
4. Track your outcomes using the Impact Tracking Spreadsheet.

BANKING Action Plan

Action:
Goals/Desired Outcomes:
Timeline:
Stakeholders/Partners:
Tactical Steps:

HIRING Action Plan

Action:
Goals/Desired Outcomes:
Timeline:
Stakeholders/Partners:

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Tactical Steps:

INVESTING Action Plan

Action:
Goals/Desired Outcomes:
Timeline:
Stakeholders/Partners:
Tactical Steps:

SPENDING Action Plan

Action:
Goals/Desired Outcomes:
Timeline:
Stakeholders/Partners:
Tactical Steps:

GIVING Action Plan

Action:
Goals/Desired Outcomes:
Timeline:

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Stakeholders/Partners:
Tactical Steps:

Action Plan Example #1

Action:
Replace our white male-led tax-prep firm with a Black-owned tax prep firm

Goals/Desired Outcomes:
Achieve one step on the way to diversifying the partners we employ to help us manage our money.

Timeline:
1 year

Stakeholders/Partners:
Husband
Investment Advisor
Impact Collective Community

Tactical Steps:
Month 1

1) Send email to my network asking if they know of any Black-owned accounting firms or Black-owned tax prep firms
2) Check Impact Collective resources to see if there are any Black-owned accounting firms or Black-owned tax prep firms
3) Google Black-owned tax prep firms/accounting firms
4) Gather potential new firms in spreadsheet
5) Discuss with spouse

Months 2-4

1) Create hiring rubric with spouse (clarify what is most important to us in finding a new firm)
2) Keep track of potential firms in spreadsheet
3) Ask for introductions to firms someone in my network knows personally
4) Reach out to new firms on my own if no one in my network knows them
5) Schedule initial meetings with potential firms
6) Clarify interview questions with spouse
7) Meet with firms
8) Debrief meetings and fill out rubric with spouse

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9) Re-assess process: are we on track to hire one of these firms? Do we need to readjust this action goal?

Months 5-7

1) Hire new firm
2) Sign contract/letter of agreement etc
3) Discuss onboarding with new firm: be extremely clear about our goals/hopes/dreams of new relationship
4) Discuss transition planning with old firm
5) Initiate transition plan
6) Set up 3 and 6 month check-ins with new firm

Months 7-12

1) Implement transition plan led by old firm and new firm
2) Monitor transition progress
3) Follow through on 3 and 6 month check-ins
4) Celebrate this milestone!

Action Plan Example #2

Action:
Transfer banking from large corporate, white-owned bank to more values aligned and hopefully Black-owned bank

Goals/Desired Outcomes:
Ensure that our banking is aligned with our values
Make sure that our savings are helping economically marginalized communities

Timeline:
6 months max

Partners:
Spouse

Tactical Steps:

Month 1

1) Research banks in my zip code using Mighty Deposits
2) Discuss my desire to align our banking to our values with our spouse
3) Show Mighty Deposits to my spouse

Month 2

1) Visit local branch of top three banking options
2) Research bank reviews

Month 3

1) Debrief research with spouse

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2) Pick new bank to deposit some or all of our savings/checking money
3) Utilize online banking portal and other services to make sure this bank is going to work for us

Month 4

1) Go back to steps in Month 1 if the bank and their services don't work for us
2) If the bank and their services work for us, transfer all of our banking to this new bank

Action Plan Example #3

Action:
Talk to my spouse about our wealth priorities

Goals/Desired Outcomes:
Align our wealth to our priorities

Timeline:
2 months

Partners:
Spouse
Impact Collective Trio/Group

Tactical Steps:

Month 1

1) Get moral support from my trio!
2) Let my husband know I'm interested in talking about money and our priorities with him
3) See if we can schedule a time to discuss our priorities
4) Get really comfortable/fluent with the Road Map and the Wealth Priorities/Impact Worksheet (the entire road map is my big goal but the just the priorities for our wealth will be my mini project with my husband for now)

Month 2

1) Meeting with my husband
    a) Share just the priorities section of the Road Map with my husband
    b) Get his take on the exercise
    c) Share my initial thoughts on my priorities
    d) Ask whether he has a sense of his priorities
    e) See where we are aligned
    f) Explore and get curious about where we diverge
    g) Agree to chat about it again if necessary?
2) Share how it went with my trio!
3) Figure out my next steps
4) I might have to have multiple conversations with my husband about this so maybe I should

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make a plan to come back to it a few times a year

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