



DISTRICT 70

AREA / DIVISION DIRECTOR

30-DAY ACTION PLAN

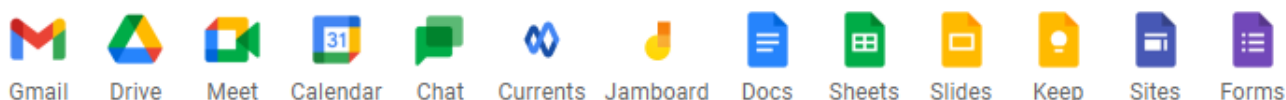
NAME:	AREA:	DATE:
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HAND-OFF WITH PREVIOUS AREA/DIVISION DIRECTOR

It is important to meet with outgoing leaders to establish the current state of the Area and coordinate the handoff of responsibilities. Doing so will ensure a smooth transition from one District Officer to the next. A great first step is to schedule a meeting with the outgoing Director, identify specific responsibilities, and key items that need to be transitioned in the first 30 days and beyond. Create your own checklist to ensure understanding and accountability. Key resources include:

1. [District Leadership Handbook](#)
2. [District Recognition Program](#)
3. [Speech Contest Rulebook](#)
4. [District Strategies Guide](#)
5. [District Leader Self Evaluation Form](#)
6. [Area Director's Club Visit Report Template](#)
7. [Dashboard Guide](#)
8. [Distinguished Performance Reports ~ Region 12 ~ District 70](#)
9. [Daily Reports](#)
10. [Other Reports ~ District 70 ~ Area to-do's](#)
11. [Find a Club \(Advanced Search\)](#)
12. [Area Directors – “What to Do”](#)
13. **District 70 Website:** <https://www.d70toastmasters.org.au/>
14. **Club Leadership Toolbox:** <https://www.d70toastmasters.org.au/club-leadership-resources>
15. <https://www.canva.com/>
16. [What is Google Workspace](#)

Every plan includes



1. Contact Club/Club President:
2. Review Clubs' Dashboard:
3. Visit Club:
4. Hold an Area Council Meeting:
5. Submit Club Visit Report
6. Submit Contest Dates
7. Develop Area Success Plan

What is your personal goal:

What is your Toastmasters goal:

First Action to take after today:

30-Day Action Plan (Tasks / Deadlines)

12-Week Action Plan (Tasks / Deadlines)

What will you do to reward yourself at the end of 30-days / 12-weeks?

Reflect on how much you have grown as a leader after 30-days / 12 weeks.

[illegible]

IMPORTANT DATES TO REMEMBER:

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Remember to take time out for yourself ~ remember too that you have numerous District Leaders to support you in your role. We are just an email or a phone call away.

Practice "[Compassionate Communication](#)".

The Leader's Journey: Your Opportunity

