



# THE INTENTIONAL IMPACT FRAMEWORK

*A Practical Guide for Role  
Transitions and  
Organizational Change*



# HOW TO USE THIS WORKBOOK:

This workbook helps leaders and high-impact professionals diagnose reality, focus priorities, and drive disciplined, trust-building change in roles, teams, and organizations. It is often used by:

- **Individuals** - Starting a new role or creating change within an existing one
- **Leaders** - Driving change in culture, performance, outcomes, or direction

The sequence always follows three phases:

1. Diagnose Reality
2. Define Focus
3. Drive Aligned Action

Time horizons should match the scope of responsibility.

SCOPE	RECOMMENDED HORIZON
New leader transition	20 to 90 days
Department change	3 to 6 months
Enterprise initiative	6 to 18 months
Cultural transformation	12 to 36 months

*What type of leadership moment are you currently in?*

*What is your realistic time horizon?*



# PART 1

## Diagnose Reality

Before you change anything, understand the system.

# WORKSHEET 1: RELATIONSHIP AND INFLUENCE MAP

Identify where influence truly lives.

KEY LEADER OR STAKEHOLDER	WHY THEY ARE TRUSTED	WHERE THEY EXPERIENCE PRESSURE	LEVEL OF INFLUENCE

## REFLECTION QUESTIONS

Who do people go to when something goes wrong?

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Where do problems surface quickly?

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Where do problems get hidden?

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# WORKSHEET 2: DECISION REALITY CHECK

Formal structure rarely tells the full story.

**LIST THREE MAJOR DECISIONS MADE IN THE PAST 12 MONTHS.**

1.

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2.

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3.

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**FOR EACH DECISION, ANSWER:**

Who officially approved it?

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Who influenced it informally?

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What factors shaped the outcome?

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# FOR LEADERS DRIVING CHANGE

## ASSUMPTION AUDIT

LIST THREE ASSUMPTIONS YOUR LEADERSHIP TEAM TREATS AS FACT.

1.

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2.

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3.

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**FOR EACH ASSUMPTION, ANSWER:**

What evidence supports this belief?

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What evidence challenges it?

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If this assumption is wrong, what changes?

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# PART 2

## Define Focus

Not everything requires movement.

Pressure to act increases. Discipline must increase with it.

# WORKSHEET 3: PRIORITY FILTER

Evaluate potential initiatives using this framework.

INITIATIVE	ROOT CAUSE OR SYMPTOM	STRATEGIC ALIGNMENT	LEADERSHIP CAPACITY	RISK OF INACTION

## FOCUS DECISION

Which one or two initiatives truly matter most?

1.

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2.

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Why?

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# EXPECTATION CLARITY CHECK

For new leaders, clarity creates stability.

## ANSWER THE FOLLOWING:

What does success look like in 12 months?

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What outcomes matter most to your board or direct manager?

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What expectations need to be reset or clarified?

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# CHANGE READINESS ASSESSMENT

For leaders initiating broader change.

**RATE EACH DIMENSION LOW, MODERATE, OR HIGH.**

DIMENSION	CURRENT LEVEL	EVIDENCE
Leadership Alignment		
Operational Stability		
Cultural Trust		
Financial Capacity		

## INSIGHT

If alignment and trust are low, execution should slow.

What must strengthen before change accelerates?

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# PART 3

## Drive Aligned Action

Momentum without disruption.

# WORKSHEET 4: EARLY WINS PLANNING

Identify one or two visible improvements.

OPPORTUNITY	BUSINESS IMPACT	TRUST IMPACT	OWNER	TIMELINE

## DECISION REFLECTION

Does this action reinforce credibility?

**Yes / No**

If no, reconsider

# SYMBOLIC LEADERSHIP MOMENTSCK

Early actions communicate values.

**If moving toward accountability:**

What behavior must be addressed clearly?

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**If moving toward collaboration:**

What barrier must be removed?

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**If moving toward discipline:**

What standard must be reinforced?

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# ADAPTING YOUR TIME HORIZON

Match scope to sequence.

INITIATIVE TYPE	DIAGNOSE	DEFINE	EXECUTE
Role transition			
Department change			
Enterprise initiative			

Fill in realistic time frames for your situation.



## COMMON FAILURE PATTERNS

Circle any that apply:

- Moving too fast to prove value
- Solving without understanding context
- Acting to relieve pressure
- Launching too many initiatives
- Ignoring informal influence networks

Which risk is most relevant to you?

## END OF CYCLE REVIEW

At the end of your defined horizon, reflect.

Do I understand how decisions truly get made?

Yes / No

Has trust increased?

Yes / No

Are priorities clearer?

Yes / No

Did I solve the right problem?

Yes / No

## FINAL REFLECTION

What did I learn about this organization?



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