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Here are your Free one-page planning
templates for each level of the

Change Management Structure

1. Annual Change Management Planner

 **Year:** _____

 **Organization/Team:** _____

 **Vision Statement:** _____

◆ Key Focus Areas for This Year

1. _____
2. _____
3. _____

◆ Major Initiatives & Goals

Initiative	Key Milestones	Owner	Deadline

◆ Change Readiness & Risk Assessment

- ✓ **What are the biggest challenges?** _____
- ✓ **How will we address resistance?** _____
- ✓ **What success looks like?** _____

2. Quarterly Change Management Tracker

 **Quarter:** Q__ (Jan-Mar | Apr-Jun | Jul-Sep | Oct-Dec)

 **Department/Team:** _____

◆ Key Priorities This Quarter



◆ Status Check on Major Initiatives

Initiative	Progress	Adjustments Needed	Owner
	<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed		
	<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed		
	<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed		

◆ Action Plan for the Next Quarter

✦ What needs improvement? _____

✦ What new opportunities have emerged?

3. Monthly Change Management Planner

📅 Month: _____

🏢 Team/Department: _____

◆ Top 3 Focus Areas This Month

- ✓ _____
- ✓ _____
- ✓ _____

◆ Team Check-in: Progress & Challenges

Task/Initiative	Progress	Key Roadblocks	Solution
	<input type="checkbox"/> On Track <input type="checkbox"/> Delayed		
	<input type="checkbox"/> On Track <input type="checkbox"/> Delayed		
	<input type="checkbox"/> On Track <input type="checkbox"/> Delayed		

◆ Leadership & Communication Plan

★ What key messages need to be shared? _____

★ Which teams need more support? _____

4. Weekly/Daily Change Execution Sheet

📅 Week of: _____

👥 Team: _____

◆ Weekly Priorities & Key Tasks

1. _____
2. _____
3. _____

◆ Daily Execution & Check-ins

Date	Key Tasks	Progress	Issues
Mon		<input type="checkbox"/> Done <input type="checkbox"/> In Progress	
Tue		<input type="checkbox"/> Done <input type="checkbox"/> In Progress	
Wed		<input type="checkbox"/> Done <input type="checkbox"/> In Progress	
Thu		<input type="checkbox"/> Done <input type="checkbox"/> In Progress	
Fri		<input type="checkbox"/> Done <input type="checkbox"/> In Progress	

◆ Quick Alignment Questions

- ✓ What's working well? _____
- ✓ Where are we stuck? _____
- ✓ What needs immediate action? _____

Each of these planners is **short, practical, and easy to implement** for leaders managing **organizational change**.

Need a CUSTOMIZED VERSION for your organization?

Want me to **facilitate these planners** in your workplace? Let's make change management seamless!

✉ Connect with me at leadershipfoundry360@gmail.com 🚀