



# Build Connections

Success begins with a plan. We've provided a few ideas to get you started. Complete this template to create your action plan to Build Connections. Then follow the steps you've defined to achieve your goal. Don't forget to track your progress **monthly** and throughout the **year**.

**Select a skill to master:**

<input type="checkbox"/> Active listening	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Emotional intelligence	<input type="checkbox"/> Conflict resolution
<input type="checkbox"/> Cultural competence	<input type="checkbox"/> Other: _____

**My goal is to become the type of person who...**

**I will know I've achieved my goal when...**

**I am working on this goal with... (add names)**

**List your 3 top obstacles to success and how you will overcome them**

Obstacle	How I will overcome it
1.	
2.	
3.	

**CONNECTION TIP:**

Small efforts, like remembering a person's favorite things, stories they have told you or names of important people in their life, can go a long way toward getting to know them better.

Quick tips	Specific steps I will take to reach my goal	Completion date	How I'll reward myself when I reach my milestone
1. Don't let your busy schedule get in the way – set up recurring meetings/events to connect			
2. Mix it up by changing the setting or activity			
3. Try to learn something new about the person with each interaction			
4. Show gratitude – send a quick thank you note after each interaction			
5. Nurture and strengthen the connection over time			

Need additional resources? Visit [WellbeingAtAECOM.com](http://WellbeingAtAECOM.com).

*Anything is possible when you have the right people there to support you. – Misty Copeland*

