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## Tips & Action Steps - "Opportunity Ahead: Don't Miss Your Exit"

### Be Aware of Opportunity

- Stay Alert – Pay attention to your environment and conversations.

Action Step: Set aside 10 minutes each week to reflect on where new needs, gaps, or ideas are showing up.

- Listen Deeply – Opportunities often hide in what people say.

Action Step: In your next meeting, take notes on not just what's said, but what's needed.

- Be Curious – Curiosity sparks discovery.

Action Step: Ask at least one "why" or "what if" question in every discussion.

### Watch for Opportunity

- Read the Signs – Look for changes, challenges, or trends.

Action Step: Scan industry news, local issues, or organizational updates once a week for emerging needs.

- Anticipate Turns – Think one step ahead.

Action Step: Before starting a project, ask yourself: "What could be the next opening or pivot here?"

- Trust Your Gut – Energy and excitement often signal opportunity.

Action Step: Write down the ideas that give you energy—even if they feel risky.

## **Seize Opportunity**

- Act Quickly – Green lights don't last.

Action Step: When you spot an opportunity, commit to one concrete next step within 48 hours.

- Say Yes – Growth often lives outside your comfort zone.

Action Step: Choose one “stretch” opportunity each month to lean into, even if it feels uncomfortable.

- Take Small Steps – Big moves start small.

Action Step: Break the opportunity into three quick actions and start with the easiest.

## **Share the Ride**

- Opportunities grow when shared.

Action Step: Invite one teammate, partner, or stakeholder to join you in pursuing it.

### **Big Thought: Opportunity Isn't More Work—It's More Impact**

Opportunities can feel like another task on an already full plate. But the truth is, they aren't about doing more—they're about making more of a difference. The next time an opportunity comes your way, don't ask, “What will this cost me?” Instead, ask, “What could this change for me, my team, or the people I serve?”