



Legacy-Aligned Transition Planning

Summary of Transition:

I am leaving on [date]:

because [reason]:

I want to tell everyone by [date]:

PART 1: Ground in your Personal Legacy

In *Transitions: Making Sense of Life's Changes*, William Bridges wrote about the difference between transition and change. According to Bridges, change is something that happens to people. Transition, on the other hand, is internal: it's what happens in people's minds as they go through change. Change can happen very quickly, while transition usually occurs more slowly. The distinction is subtle but vital to understand for a leadership transition.





The key to a successful transition is disciplined and thoughtful planning. Done thoughtfully and with intention, a leadership transition creates value for the organization, reduces risk and enables the new leader to hit the ground running and create immediate value for the organization.

Complete the Personal Legacy Plan as a grounding exercise for intentional transition planning.



PART 2: Envision the Legacy the Organization Leaves

What are students, families, and adults saying- 60 years from now?

What does that tell you about the Legacy List?

The things you must do before you go	The things you must let go of
•	•
•	•
•	•
•	•
	•



PART 3: Identifying the Values and the Vibe of the Transition

What values do you want to be present during the transition? What vibe are you seeking to achieve?

A healthy transition will look like...

Prior to announcement	Post announcement / during transition	Post transition

	What will you do to motivate and grow your people during this change?	How will you create habits for change ?
Prior to announcement		
Post announcement / during transition		



Post transition	

PART 4: Set the Conditions & Identify what is/is not in your Control

In order to accomplish all of the items on the legacy list in alignment with the transition values & vibe, the conditions I need are:

How will you do the things before you go and how will you let go?

Rituals	Practices	Time



PART 5: Making it Real

Legacy Big Rocks

Legacy Big Rock	Success Looks Like (Precise and S	By when	Actions to Take