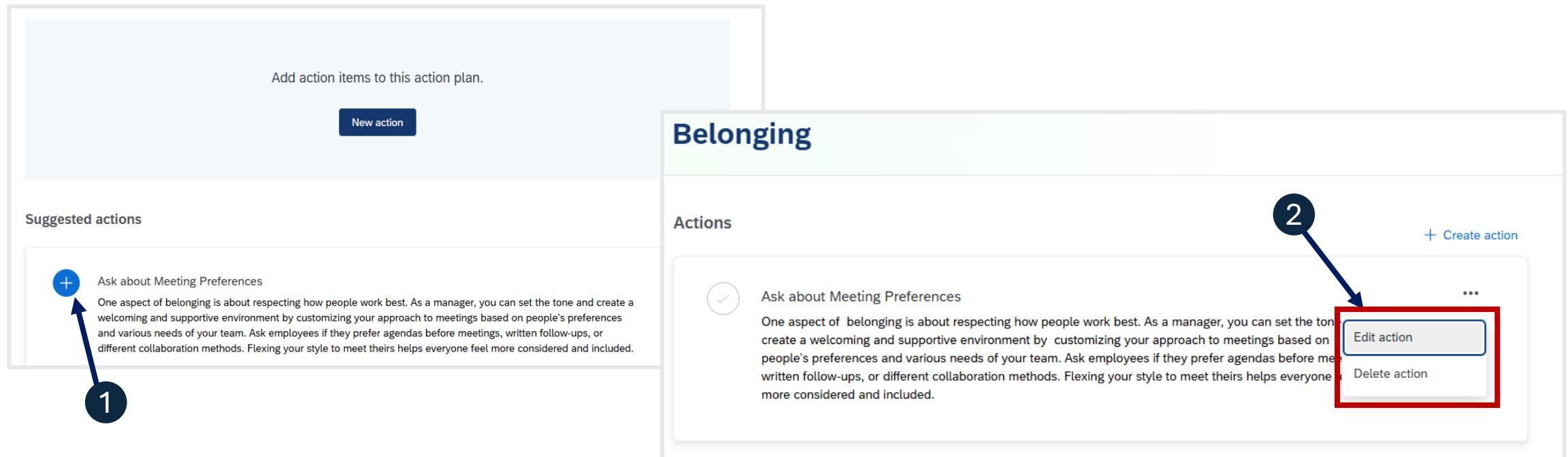


# Reviewing Suggested Actions and Adding them to your Plan

There are suggested actions for each question and category with an **Improve** button.

1. To add a suggested action to your plan, click the **blue circle** with the plus sign next to the suggested action. It will then be added to your plan.
2. Once the action is added to your plan, you can edit it by clicking the three dots in the upper-right corner of the action to open the menu and then clicking **Edit action**.

**NOTE:** See the [Creating an Action Plan QRC](#) for more on editing the action.



The screenshot illustrates the process of managing suggested actions in an action plan. On the left, a sidebar shows a list of 'Suggested actions' with a blue circle containing a plus sign (step 1). The main area is titled 'Belonging' and shows a list of actions. One action, 'Ask about Meeting Preferences', is listed with a checkmark and a detailed description. To the right of this action is a three-dot menu (step 2). A red box highlights the 'Edit action' button in this menu. Arrows numbered 1 and 2 point to the respective elements: the plus sign in the sidebar and the edit menu option.

Add action items to this action plan.

New action

Suggested actions

Ask about Meeting Preferences

One aspect of belonging is about respecting how people work best. As a manager, you can set the tone and create a welcoming and supportive environment by customizing your approach to meetings based on people's preferences and various needs of your team. Ask employees if they prefer agendas before meetings, written follow-ups, or different collaboration methods. Flexing your style to meet theirs helps everyone feel more considered and included.

1

Belonging

Actions

Ask about Meeting Preferences

One aspect of belonging is about respecting how people work best. As a manager, you can set the tone and create a welcoming and supportive environment by customizing your approach to meetings based on people's preferences and various needs of your team. Ask employees if they prefer agendas before meetings, written follow-ups, or different collaboration methods. Flexing your style to meet theirs helps everyone feel more considered and included.

2

+ Create action

...

Edit action

Delete action