



YOUR PLAN #1

WHAT DO YOU WANT?

Your Plan is just a list of actionable steps for achieving your goals. It helps you gain specific insight into how you can reach your aspirations, such as earning a new certification or spending more time with the people you love or getting a new position or retiring early.

All developmental actions have to be aligned your aspirations – YOU are the foundation of the plan.

This plan should be a continual reference or touchstone, and you should update it every time you reach important milestones. Regularly updating it will allow you to set new goals that help you grow as a professional and individual.

Instructions

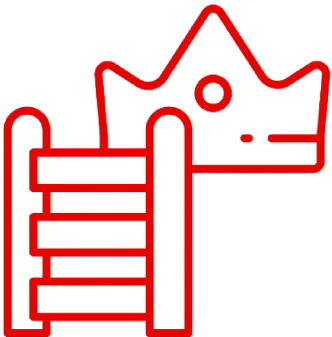
1. Develop a long-term goal/career objective
2. Identify short-term goals or positions which will help you to achieve the long-term goal
3. Identify actions steps which will help to achieve your short-term goals (include education, training, projects, etc.)
4. Prioritize the action steps
5. Define a target date for completion of each action step
6. Transfer the action steps to monthly and daily task lists

YOUR LONG-TERM GOAL

Go to a quiet place, if you can. Do not bring your phone. Close your eyes and focus on your breathing. After you've relaxed, allow yourself to imagine what you'd like to be feeling/doing/experiencing in 5-7 years. Don't fret about any specifics. Focus on the mood.

When you feel like you can see it clearly, write a goal or objective that will help you obtain what you want. Here are some questions to help you identify it:

- 1) What do you want to achieve?
- 2) What steps should you take to achieve it?
- 3) How will you know you've achieved it?
- 4) How long do you think it will take? And/ or When would you like to have achieved it?



Basic Template: My goal is to achieve <#1> in <#4> years.

