



M E E T I N G P R O F E S S I O N A L S I N T E R N A T I O N A L

## Strategic Life Plan Template

Your life plan considers all of the different areas in your life that are important to you. To maintain a healthy balance, you should determine your priorities and then focus on those that are most important to you. This plan is designed to help you establish and achieve your life goals.

### **Step 1: Establish Your Priorities**

List the areas in your life that are very important to you. These areas may include your family, career, relationships, health, financial security, community service, spiritual, and others. Once these areas are identified, prioritize from most important to least important.

### **Step 2: Establish Your Goals**

For each of your priorities identified in **Step 1** above, think about where you want to be in that area of your life in the next two years, the next five years, and at the end of your life.

<b>MY LIFE AREAS</b>	<b>Where I want to be in 1-2 YEARS</b>	<b>Where I want to be in 5 YEARS</b>	<b>Where I want to be by the end of my LIFETIME</b>



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### **Step 3: Develop Your Action Plan**

The writing of a detailed plan is essential to your success. It is the process you set in place to get you where you want to be and help you accomplish your goals. It must be detailed with complete action steps and deadlines. Without specific steps and dates, your chances of implementing your strategic life plan are reduced significantly. Actually, without these - all you have is a wish list - not a plan. Consider using the SMART Model: **Specific, Measurable, Attainable, Realistic and within a specific Timeframe.**

You will need to identify detailed steps for each one of the “Goals” you wrote in **Step 2** above. The following page shows a sample of one Life Area (Career), one goal and its action steps.

You will only start your plan here, but it must end up as complete as possible. ***What gets planned – gets done!*** It needs to become a part of the substance of your daily schedule, and thus, your life (so you can make your life happen.)

Keep in mind that although writing the plan is critically important, no part of it is written in stone - not your purpose, or any of the goals or steps. Just as in a strategic plan in business or organizations, things will change. So it is also in your personal strategic plan: life intervenes from time to time, requiring changes in timing, steps, and resources. Sometimes you might just simply change your mind about a particular goal, but to get anywhere, you must start somewhere.



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### Sample – Strategic Life Plan

<b>Life Area: Career</b>		
<b>GOALS</b>	<b>ACTION STEPS</b>	<b>DEADLINES</b>
<b>Attain a new title/position with increased responsibility and salary</b>		<b>By the end of the next FY</b>
	<b>1) Develop my leadership skills</b> - Identify a course/program I can attend as part of my Prof. Dev. - Identify a potential mentor – and ask if she/he will help guide me	1/30 11/5 11/10
	<b>2) Seek more visible assignments</b> - Ask my mentor to support my exposure/visibility - Find out what's coming up - Tell my boss I would like the _____ assignment to gain more experience/exposure	1/30 2/15 2/28 3/15
	<b>3) Get more experience across the company</b> - Volunteer to help other workers/put in overtime - Talk to HR about potential upcoming positions out of my area	4/30 3/31 4/15
	<b>4) Sign up for HR training sessions</b> - Take a course on interviewing - Take a course on business communications	5/30
	<b>5) Start applying for opening(s) within my new skill set</b>	6/5



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### My Strategic Life Plan Template

<b>My Life Area:</b>		
<b>MY GOALS</b>	<b>MY ACTION STEPS</b>	<b>MY DEADLINES</b>