HOW TO BUILD YOUR PERSONAL ANNUAL PLAN **CHEAT SHEET**

ENVISION GOALS FOR YOUR FUTURE

1. Make a list of 'proud ofs' and a list of things that could be going better

2. Make a list of the activities that give you energy and those that tire you

3. Imagine your funeral with 4 speakers: family, friends, colleagues and service/religious groups. What do they say about you?

4. Answer, "What does health, personal and career success mean to me?"

DISCOVER WHERE YOU WANT TO BE IN 10 YEARS

Vision precedes motivation. Vision is a picture of the future that produces passion in you!

Answer (fill in the blanks): In 10 years, I am _____ years old. In 10 years I feel, _____ I am _____, I contribute by _____, my achievements include _____, I've experienced _____, I love _____, I inspire and influence _____, my family says _____, my friend say _____, my colleagues say _____ .

WRITE YOUR 10 YEAR VISION STATEMENT

1. Listen to your gut
2. Shoot for greatness!
3. Write to yourself from the future
4. Be specific
5. Go fast! Put it on paper in prose or bullet points

ASSESS WHERE YOU ARE NOW

Answer: What's missing in your life? What depletes your energy? What should you drop? What are your pain points? What could cause you regret in 20 years if left unchanged? What are lessons learned this year that you never want to forget? What needs to change this year?

MASTER TIPS

- ✓ Post your vision/goals where you can see them every day
- ✓ Join an accountability group
- ✓ Get other professional help
- ✓ Don't let naysayers beat the passion out of you
- ✓ Tell your close friends what your goals are
- ✓ Hire a personal coach
- ✓ Leverage the power of peer coaching
- ✓ If you can't commit to it today for whatever reason, let if go and be at peace with it

Professional Leadership Institute (PLI) is an educatinal website providing its students with practical education in entrepreneurial leadership.

PDI's leadership courses will teach you the practical skills you need to build strong teams and enhance your career. The curriculum has been developed by a faculty that has experience successfully scaling businesses and in the coaching of high growth organizations. Our mission is to teach business owners, managers and career builders how to build strong teams by putting the right people in the right seats.

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