My Personal Strategic Plan

Name: _____ Date: _____ Review Date: _____

Create a personal strategic plan to help you identify how you will best prioritize your time and talents, as well as where you will invest your life. Your personal strategic plan for each year will cover five areas: me, family, organizational, executive and community. For each of these five areas, develop a goal, steps and a timetable to measure your progress. For specific examples, please visit: http://www.writebank.com/personalstratplanwkbk.pdf.

Area 1- ME: Set personal goals to better yourself, including physical and spiritual goals.		
Goal **(Identify the result you want to achieve.)**	**Steps** **(Identify specific activities to help you move in the right direction)**	**Timetable** **(Identify due dates to help you stay on target)**
Example: Lose 5 pounds and improve cardio fitness.	*Run 2 days per week. Build up to where I can run one mile without stopping.*	**Include specific dates.**
1.		
Area 2- Family: Set goals your spousal relationship(s), parenting, and personal social life with friends and family.		
Example: Spend more time with my family.	*Schedule one family night per month.*	**Include specific dates.**
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Area 3- Organizational: Set goals to better your working relationship with your staff.		
Example: Increase employee engagement scores.	*Schedule bi-weekly "touching base" meetings with each employee.*	**Include specific dates.**
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Area 4- Executive: Set goals to develop yourself as an Executive.		
Example: Improve my listening skills with employees.	*Identify a course to attend on improving listening skills.*	**Include specific dates.**
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Area 5- Community: Set goals to get more involved with your community, perhaps including charitable giving, volunteer work, coaching a sports team, or some other option.		
Example: Get involved on a board of directors.	*Identify a community organization that is of interest.*	**Include specific dates.**
1.		

This template was adopted from http://www.writebank.com/personalstratplanwkbk.pdf