

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**.

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

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: **S**pecific, **M**easurable, **A**ttainable, **R**ealistic and within a specific **T**imeframe.

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.

Sample – Strategic Life Plan

Life Area: Career

GOALS	ACTION STEPS	DEADLINES
Attain a new title/position with increased responsibility and salary		By the end of the next FY
	1) Develop my leadership skills - 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
	2) Seek more visible assignments - 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
	3) Get more experience across the company - 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
	4) Sign up for HR training sessions - Take a course on interviewing - Take a course on business communications	5/30
	5) Start applying for opening(s) within my new skill set	6/5

This popular planning guide will help you:

- Gain a competitive advantage.
- Establish a well-defined vision for the future of your organization.
- Increase organization-wide accountability and productivity.
- Become proactive rather than reactive in dealing with change.
- Accelerate growth and manage it effectively.
- Achieve alignment with overall goals throughout your organization.
- Build a comprehensive road map for success.
- Develop better communication with those inside and outside the organization.
- Reduce the amount of time needed to develop your plan.
- Analyze your current situation from both an internal and external vantage point.
- Develop clear and actionable goals, objectives, strategies and tactics.
- Create an implementation plan that focuses on results and follow-through.
- Define priorities and bring more focus to what is important.
- Write an easy-to-understand and easy-to-execute plan.