

Individual Planning Seminar Worksheet



by

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Personal Plan

I. Describe the vision and dream you have for your life

II. How would you describe yourself to someone you have never seen?

Would your friends describe you the same way?

Personal Plan

List the 3 people that have had the greatest influence on your life.

1. _____
2. _____
3. _____

What was the major influence from each?

List your favorite social activities and hobbies.

List 3 things that have made you feel good this month.

1. _____
2. _____
3. _____

Personal Plan

Write out a one-paragraph description of the purpose of your life.

List 3 things you like to do.

1. _____
2. _____
3. _____

List 3 things you do not like to do.

1. _____
2. _____
3. _____

Personal Plan

III. What's going on in the world around you?

IV. What are your strengths?

V. What are your weaknesses?

List some failures.

Are these failures holding you back?

Personal Plan

- VI. Rank your job goals from 1st to 8th.
- a. _____ Boss's expectations
 - b. _____ Prestige and status
 - c. _____ Job security
 - d. _____ Opportunity for independent thought and action
 - e. _____ Higher salary, more benefits, or both
 - f. _____ Recognition for good performance
 - g. _____ Promotion to a better job
 - h. _____ Personal growth and development

What do you like about your job?

What do you feel needs improving on your job?

How much of your potential do you feel you are achieving?

Personal Plan

- VII.** Write a one-paragraph description of how you want your life to be in 5 years.

- VIII.** Write a one-paragraph description of how you want your life to be in one year.

IX. What and where do you want to be:

- A. Spiritually
In 5 years _____
Next year _____
- B. Career – Position
In 5 years _____
Next year _____
- C. Family
In 5 years _____
Next year _____
- D. Health – Weight, Exercise
In 5 years _____
Next year _____
- E. Financial – Income, Net Worth
In 5 years _____
Next year _____
- F. Entertainment – Fun/Hobbies/Vacation
In 5 years _____
Next year _____
- G. Other
In 5 years _____
Next year _____

Personal Plan

- X. How will you get there?

- XI. What are 4 things you must do in the next 5 months to get where you want to be next year and in 5 years?
 - 1.
 - 2.
 - 3.
 - 4.

- XII. What are 4 things holding you back?
 - 1.
 - 2.
 - 3.
 - 4.

Personal Plan

XIII. How do you overcome each of the 4 obstacles listed previously?

1.

2.

3.

4.

XIV. Whose help do you need to achieve your potential and get where you want to be in 5 years?

XV. Take an objective and use this worksheet to turn it into action.

Objective: _____
(make it specific, measurable and within a time frame)

Strategy: _____

(your game plan to achieve each objective)

Action Plan: _____

(what are steps needed, when to start, what to do – cut goals down to small bites)

Personal Plan

XVI. Who can you discuss your plan with?

What will happen when you discuss your plan?

Can they help you monitor progress?

XVII. Reward yourself for accomplishment!!!