# Personal Details

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| --- | --- |
| Name: |  |
| Date of Plan: |  |
| Next Review Date: |  |

# Big Goals and Vision Timelines

This section of your Personal Plan outlines your big goals and visions for your future using vision horizons of 5, 10, and 20 years as your guideposts. The power of these sections is in the detail that you include in your vision descriptions. Don’t think only in terms of the basics of where you want to be – try to describe your life in as much detail as possible at each of these horizons.

When you’re thinking about setting your goals for each of these areas in the future I recommend leveraging my modified “radical” version of the SMART goals acronym (see Appendix).

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| 5 Year Vision Horizon Describe your life 5 years from today. |
| 10 Year Vision Horizon Describe your life 10 years from today. |
| 20 Year Vision Horizon Describe your life 20 years from today. |

# Short Term Goals and Activities

Once you have documented your long term goals and vision for your life, you need to articulate your action plan for the next 12 months that will set you on the path to achieving those visions. For your short term planning you should use the standard SMART goal setting approach defined in the Appendix.

You should include in this section of your plan specific actions you need to take, goals or achievements you expect to complete in the next year, and specific tasks or actions that need to be taken over the next year to focus you on the things that are moving you forward toward your goals.

Consider including:

* Specific achievements
* People you would like to meet
* Projects you would like to start or finish
* Books you would like to read
* Things you would like to learn
* Steps you will take to improve or modify your natural behaviour

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| --- | --- |
| 12 Month Action Plan List all of the actions and goals you intend to complete in the next 12 month period including a detailed description of the goal and desired outcomes and the deadline you are giving yourself for completion. | |
| **Action** | **Deadline** |
|  |  |

# Appendix

For planning purposes the SMART acronym is often used to describe the recommended approach to setting goals. While I agree with the SMART approach for short term activities and goals, I have modified the SMART acronym to better suit planning and goal setting with longer time horizons. I call this the “radical” view of the SMART acronym.

Both are included below for reference:

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| --- | --- | --- |
|  | **Standard** | **Radical** |
| **S** | Specific | Specific |
| **M** | Measurable | Measurable |
| **A** | Attainable | Audacious |
| **R** | Relevant | Radical |
| **T** | Time-Based | Thought-Provoking |

For more information on the Power of Radical Goals view my blog post at:  
<http://www.keyconsulting.ca/2012/03/08/the-power-of-radical-goals/>