

**PERSONAL  
PLAN**

**INDIVIDUAL PLANNING SEMINAR\***  
**WORKSHEET**

*by*  
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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?

List the three people who 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 three things that have made you feel good this month.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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

List three things you like to do.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

List three things you do not like to do.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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\* Goes with *Personal Action Planning: How to Know What You Want and Get It* and video tape, *Personal Action Planning*.

IV. What are your strengths? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

V. What are your weaknesses? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List some failures.

Are these failures holding you back? (p. 29)

- 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 I like most about my job?

What do I feel needs improving on my job?

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

VII. Write a one-paragraph description of how you want your life to be in five 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. **Training\***

In 5 years \_\_\_\_\_

Next year \_\_\_\_\_

X. How will you get there? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*What training do you need as you continue your career at Design/Build?

XI. What are four things you must do in the next few months to get where you want to be next year and in five years?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

XII. What are four things holding you back?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

XIII. How do you overcome each of the four obstacles listed above?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

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

XV. Take one 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 steps are needed, when to start, what to do—cut goals down to small bites)

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!

(your game plan to achieve each objective)

ACTION PLAN:

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

XVIII. Who can you discuss your plan with?

What will happen when you discuss your plan?

Can they help you monitor progress?

XIX. Reward yourself for accomplishment!