



TOOLBOX



## Personal Objectives and Plans

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### 1. My Lifetime Goals

The first step in setting a personal project is to consider what you want to achieve in your lifetime, as setting life-time goals gives you the overall perspective that shapes all other aspects of your decision making.

To give a broad, balanced coverage of all important areas in your life, start by doing the exercise proposed in the Toolbox handout **Personal SWOT Analysis**. This handout help you identify your strengths and your weaknesses in the six areas of personal growth (physical, intellectual, emotional, social, spiritual and character); also it allows you to identify the opportunities and threats that you are facing in your life.

1) Firstly try set goals in the areas of personal growth :

- ⌚ *Physical development, health* - Are there any athletic goals you want to achieve, or do you want good health deep into old age?
- ⌚ *Intellectual development, education* - Is there any knowledge you want to acquire in particular? What information and skills will you need to achieve other goals?
- ⌚ *Emotional development* - Do you have any difficulty in identify or control your emotions ? Do you want to learn how to channel and express them? Do you want develop your skills in the field of expression and arts? Do you want to achieve any artistic goals?
- ⌚ *Social development* - Is any part of your mindset holding you back? Is there any part of the way you behave that upsets you? Do you think you need to learn how to co-operate better with other people and communicate in a more effective way? Do you want to enlarge the range of your relationships?
- ⌚ *Spiritual development* - Do you think you need to deepen and clarify your values? Your belief and faith? The meaning you give to life?
- ⌚ *Character* - Are you enough autonomous and responsible in your daily life? Are satisfied with the way your are making decisions and assume them? What do you want to change in the way you are leading your life?

2) Then, consider other important challenges that you are facing in your life (opportunities and threats):

- ⌚ *Career* - Are you happy with the vocational choices you have made until now? Do you want to improve your goals or set up new ones in this area? What level do you want to reach in your career?
- ⌚ *Income* - Do you have any financial problem? How to find solutions? What are your goals in terms of financial autonomy and income?
- ⌚ *Love, family* - Do you intend to develop a sentimental relationship? To start a couple life? To start a family?
- ⌚ *Pleasure, entertainment, culture, travels* - How do you want to enjoy yourself? You should ensure that some of your life is for you! What cultural activities? Travels?
- ⌚ *Citizenship, social and political commitment* - Do you want to make the world a better place by your existence? If so, how? Are you considering any social or political commitment?

3) You are not obliged to keep all these categories. Select among them or among others, eight categories which are the most important for you.

- 4) In each category, set up one to three priority goals that you would like to achieve in your life. If for one category you have more than one goal, sort them out by order of priority.
- 5) Once you have identified goals in all the eight categories, use the form ***Lifetime Goals*** to write them down(see next page).
  - ⌚ On the left hand side of the handout, list the categories you have identified; on the right side, write for each category you goals by order of priority (maximum 3 per category).
  - ⌚ Be careful : We are speaking of your personal goals not those that your parents or some friends propose to you.
  - ⌚ For each goal, write a short sentence describing in positive terms the situation you wish to reach.

## Worksheet “Lifetime Goals”

For each of the categories that you think are important, write down one to three goals.

N°	Category	Goals
1		1.1
		1.2
		1.3
2		2.1
		2.2
		2.3
3		3.1
		3.2
		3.3
4		4.1
		4.2
		4.3
5		5.1
		5.2
		5.3
6		6.1
		6.2
		6.3
7		7.1
		7.2
		7.3
8		8.1
		8.2
		8.3

## 2. The Five-Year Plan

We arrive to the second step. Let us get a little more real. Instead of looking at decades ahead, let us focus on the next five years. Where are you now and where would you like to be in the next five years?

- 1) Choose, among the lifetime goals, the four you would like to achieve in the next five years.
- 2) For each goal, identify one or several objectives to be reached in order to achieve the goal.

Remember that a good objective must be SMART:

- ⌚ **S** for *specific* : Objectives should specify what they want to achieve.
  - ⌚ **M** for *measurable* : You should be able to measure whether you are meeting the objectives or not (if not, no evaluation is possible)
  - ⌚ **A** for *agreeable* : the objectives you set, should be agreeable by those in charge of achieving them and not imposed from outside.
  - ⌚ **R** for *realistic* : Can you realistically achieve the objectives with the resources you have?
  - ⌚ **T** for *timed* : When do you want to achieve the set objectives?
- 3) Write down your priority goals for the next five years and the corresponding objectives on the worksheet "Five Year Plan" (next page)

## Worksheet “5 Year Plan” Goals

Let us focus on the next five years. Draw up a list of your four priority goals and the corresponding objectives to be achieved.

Goals	Objectives
1	1.1
	1.2
	1.3
	1.4
2	2.1
	2.2
	2.3
	2.4
3	3.1
	3.2
	3.3
	3.4
4	4.1
	4.2
	4.3
	4.4

### 3. The Year 1 - Plan

You have now to set up the first year of your five-year plan. What objectives will you select? What actions will you plan to reach these objectives? Fill up the following table:

- 🕒 First column: selected objectives for the year 1;
- 🕒 Second column: actions to be undertaken in order to achieve each objective;
- 🕒 Third column: deadline for each action;
- 🕒 Fourth column: resources which are needed to do each action (skills, equipment, money).
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Objectives	Actions	Deadline	Resources
1	1.1		
	1.2		
2	2.1		
	2.2		
3	3.1		
	3.2		

### 4. Conclusions

This is a progressive planning, with the experience of having achieved an objective or a goal, review the rest of your plans:

- 🕒 If you achieved the goal too easily, make your next goal harder
- 🕒 If the goal took a too long length to achieve, make the next goals a little easier
- 🕒 If you learned something that would lead you to change other goals or objectives, or even your plan for the next five years, do so.
- 🕒 If while achieving the goal you noticed deficit in your skills, decide whether to set goals to fix this. At the end of the first year, look at your lifelong goals and see if you want to delete or modify some goals or to add new ones. Consider your five-year plan and see if you need to change something. Plan the year 2.

At the end of the five-year plan you should prepare a new one.

When you have achieved an objective, then a goal, absorb the implications of the goal achievement, and observe the progress you have made towards other goals. If the goal was a significant one, reward yourself appropriately.

Failure to meet goals does not matter as long as you learn from it. Feed lessons learned back into your goal-setting program.