

# HOW TO CREATE A LIFE PLAN

Cooking Time: 60 Minutes - Makes a Dozen Years of Success

## Ingredients

*Open Mind*

*Life Plan Template (next few pages)*

*Pen & Paper or Word-processor*

*Personal & Work Calendar for Scheduling*

## Cooking Instructions

Life planning is a surprisingly simple process with an amazingly disproportionate impact on the outcome of our lives. Most plans are only 3 to 5 pages long. The best ones include three sections:

1. The Outcome You Want
2. Your Priorities
3. Action Plans

Preparation: Observe the people you meet each day. Take a look at the things that they accomplish. Some may accomplish the building of a house, getting hired to a new job, or starting a family. Most people put some level of planning into these individual events. However, very few people have an integrated plan for their lives. Most often, this results in those people without a plan finding themselves unhappy, disillusioned, and confused about how they ended up in such a state of unhappiness even though they achieve the goals they randomly set as time passed.



## **A life plan is a recipe for success in your life.**

Ever cook without a recipe? The consequences of not having a life plan are a pretty messy thing to clean up.

Yes, the recipe above is somewhat of a joke. However, **Having a Life Plan is No Joke!** Most people get that, but still find themselves wondering how to get started. You may want to start by downloading the "[Simplest Life Plan](#)" template for a more usable version of the info below. You can [e-mail](#) me if you want the Word .doc version (they are both free).

## **Steps to Create Your Life Plan**

I have attached a simple and FREE life plan template that saves you from writing out your own lines on paper. Feel free to skip the next 3 "Parts" and go directly to using the template (at the end of this booklet).

What you are most comfortable with is what will work best for you. Remember this is your plan and you **ONLY YOU** are accountable for creating it and taking action on it to make your vision & goals a reality. I say this because if you **OWN IT** you will be more likely to make it a reality.

Your other choice is to write your plan out using blank paper and a pencil. I find doing this first then transferring to an electronic document later helps create and refine the plan. If you're using paper and pencil, follow me through the next 3 "Parts" for a step-by-step walk through.

### **Part 1:**

1. Draw a vertical line down the center of a blank page of paper.
2. Add 2 headings (something like: **(Things I Want | Things I don't Want)**).
3. List your "Things You Don't Want" first. Life is too short for distractions.
4. Then, take a break (stretch, walk, fish, or just let your mind settle).
5. Fold the paper over so things you don't want face the table.
6. **NOW!** Picture how your life will look in 5 or 10 years. If the 10 year picture seems impossible, start with a smaller vision of what you want within 5 years.
7. Write down short & clear descriptions of that vision.
8. Time for another break.
9. Use a "5 Star" rating system to rank your wants (give the most important one 5 stars).

## Part 2:

- On a fresh page, (starting with the highest priority) list the specific goals that you will need to carry out to make your priorities a reality.

*For example:*

\*\*\*\*\* Pay cash for a new F-150 Truck

1. Separate truck savings into a separate account
2. Pay off old car
3. Sell my old car
4. Increase monthly income by \$150

- Now that you've made goals for your life plan, place a time value next to each one.

*For example:*

\*\*\*\*\* Purchase new F-150 Truck -- **Within 3 Years from July 2012**

1. Separate truck savings into a separate account
2. Pay off old car
3. Sell my old car
4. Increase monthly income by \$150

### Part 3:

- Now, start with just your highest priority and put the baby-steps needed to reach your goals in your calendar.

*For example:*

- 15 August 2012: Meet with boss to ask for raise and/or overtime.

- Next, set **reminders** on your calendar, watch, iPad, Google Calendar, Yahoo Calendar etc.
  - Also, tell a trusted friend your plan and ask for back-up and harassment if/as needed. Make it so you get a bump in the right direction the day before and the day of each baby-step.
- Finally, type up your life plan in a word-processor (or scan your hard copy).
  - Email it to yourself and put it in a schedule of weekly and quarterly reviews of your plan.
  - Put the life plan file in your own meeting invites so there are no excuses for not being ready.
  - Review the steps for the week ahead each Monday morning.
  - Review the entire plan (including wants & "un-wants", goals, & baby-steps) 4 times a year.

I promise you this works! Change will happen in your life no matter what you do. Having a written plan that includes specific goals has the most amazing power to impact the changes of life in a way that favors your vision. If you doubt me, read this blog: [Written Goals are Undeniable.](#)

What is your number 1 priority? Also, what advice can you offer others going through this process for the first time? Leave a comment below and I am certain you will have made significant difference in someone's life.

## The Simplest Life Plan Template

## Step I. Assessment

1. List your "Things You Don't Want" first. Life is too short for distractions.
2. Then, take a break (stretch, walk, fish, or just let your mind settle).
3. Fold the paper over so things you don't want face the table.
4. NOW! Picture how your life will look in 5 or 10 years. If the 10 year picture seems impossible, start with a smaller vision of what you want within 5 years.
5. Write down short & clear descriptions of that vision.
6. It is time for another break now...stretch your legs and mind for a few min.

[illegible]

## Step II. Set Your Priorities

1. Take the same list above and copy & paste it into the appropriate columns below.
2. Use a "5 Star" rating system to rank your wants (give the most important one 5 stars).
  1. It is easy enough just to use asterisks as follows \*\*\*\*\*

[illegible]

### Step III. Create Detailed Goals

Starting with your 5 star priorities wants, list the specific goals that you will need to carry out in order to make your priorities a reality.

*For example:*

\*\*\*\*\* Pay cash for a new F-150 Truck

1. Separate truck savings into a separate account
2. Pay off old car
3. Sell my old car
4. Increase monthly income by \$150
5. Save up a total of \$42K

After you've made goals for your life plan, place a time value next to each one.

*For example:*

\*\*\*\*\* Purchase new F-150 Truck -- **Within 2.5 Years from July 2012**

1. Separate truck savings into a separate account ...today
2. Pay off old car ...2 years
3. Sell my old car ...2 years and a day
4. Increase discretionary monthly income by \$150....next month
5. Save up a total of \$42K

### Step IV. Schedule Steps & Reviews

Now, start with just your highest priority and put the baby-steps needed to reach your goals in your calendar.

*For example:*

- 15 August 2012: Meet with boss to ask for raise and/or overtime.

Next, set up **reminders** on your calendar, watch, iPad, Google Calendar, Yahoo Calendar etc.

- Also, tell a trusted friend your plan and ask for back-up and harassment if/as needed. Make it so you get a bump in the right direction the day before and the day of each baby-step.

Finally, type up your life plan in a word-processor (or scan your hard copy).

- Email it to yourself and put it in a schedule of weekly and quarterly reviews of your plan.
  - o Put the life plan file in your own meeting invites so there are no excuses for not being ready.
  - o Review the steps for the week ahead each Monday morning.
  - o Review the entire plan (including wants & "un-wants", goals, & baby-steps) 4 times a year.

If you skipped ahead to the template, you may have missed the following, so I am reprinting a paragraph here:

I promise you this works! Change will happen in your life no matter what you do. Having a written plan that includes specific goals has the most amazing power to impact the changes of life in a way that favors your vision. If you doubt me, read this blog: [Written Goals are Undeniable.](#)

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