

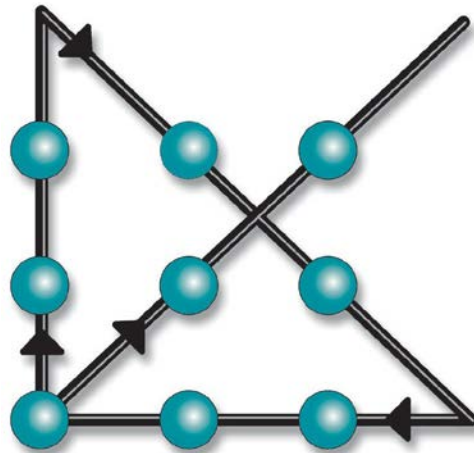
Individual Planning Process

CMI'S Process for Individuals Causing Their Future

My company

My name

My department



CMI

Strategic Planning For Today's Challenging Business Environment

These worksheets are designed to allow you to complete the past year and open up the possibility of the next year. It directs your attention and thinking to critical areas. It is not a guarantee. However, it is an opportunity to think through and focus your activity. Take as much space as you need. Do not be limited by the space we gave you.

1103 Westgate Street ♦ Suite 305 ♦ Oak Park, IL 60301

Phone: 708 383-7970 ♦ 800 883-7995

Web Site: www.cmiteamwork.com ♦ E-mail: bhodes@cmiteamwork.com



Achievements/successes for the past year

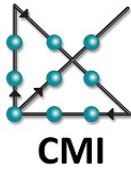
1.	
2.	
3.	
4.	

Disappointments for the past year

1.	
2.	
3.	
4.	

What did I learn in the past year?

1.	
2.	
3.	
4.	



What are my strengths?

1.	
2.	
3.	
4.	

What are my weaknesses?

1.	
2.	
3.	
4.	

Of these strengths and weaknesses, which ones do I need to deal with in the next year?

1.	
2.	
3.	
4.	



What unresolved business issues do I face? How will I resolve them?

1.	
2.	
3.	
4.	

What is my purpose and mission for this year?

What is a measurement system that I will use to determine if it is progressing in the desired direction and attaining its objectives?

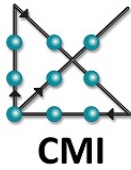


What are my clear measurable objectives for the next year? (No More Than 5).

1.	
2.	
3.	
4.	
5.	

What objectives need action plans?

Action Plans		Who Is Writing Them?
1.		
2.		
3.		
4.		
5.		



What individual projects and commitments am I committing to?

1.	
2.	
3.	
4.	
5.	

What are my January Priorities?

1.	
2.	
3.	
4.	

What are my first quarter priorities?

1.	
2.	
3.	
4.	
5.	



What are my ground rules? These are the ways that I will conduct myself in order to be powerful and perform well.

1.	
2.	
3.	
4.	
5.	