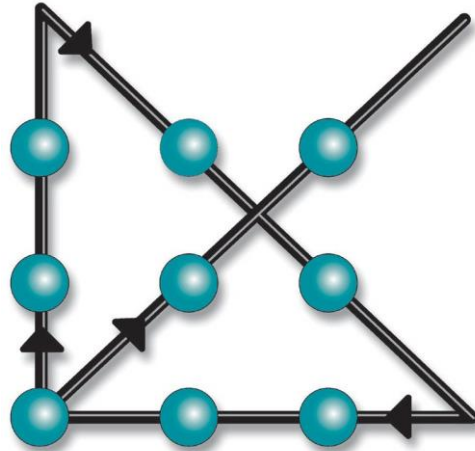


Individual Planning Process

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.

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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. | |

In 2021, What am I going to start doing?

| | |
|----|--|
| 1. | |
|----|--|



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|----|--|
| 2. | |
| 3. | |
| 4. | |

In 2021, What am I going to stop doing?

| | |
|----|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

In 2021, What will I keep doing?

| | |
|----|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |

Do an individual SWOT

Strengths, weaknesses, threats, and opportunities

What are my strengths? Underline the ones you want to build on.

| | |
|----|--|
| 1. | |
|----|--|



| | |
|----|--|
| 2. | |
| 3. | |
| 4. | |

What are my weaknesses? Underline the ones that are critical to be improved.

| | |
|----|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |

How will you enhance underlined strengths and improve underlined weaknesses?

| | |
|----|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |

What threats face you and underline the ones that need to be dealt with.

| | |
|----|--|
| 1. | |
| 2. | |



| | |
|----|--|
| 3. | |
| 4. | |

What opportunities face you and underline the ones that you are acting on.

| | |
|----|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

How will you improve the underlined threats and capitalize on the opportunities?

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|----|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

What are some ideas to improve my productivity and performance?

| | |
|----|--|
| 1. | |
|----|--|



| | |
|----|--|
| 2. | |
| 3. | |
| 4. | |

Opportunities facing me

| Opportunities | Bottom line value (H,M,L) | Can I do it? % | Leadership effort (H,M,L) | Risk (H,M,L) |
|---------------|---------------------------|----------------|---------------------------|--------------|
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What unresolved business issues do I face? How will I resolve them?

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|----|--|
| 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?

| | |
|----|--|
| 1. | |
|----|--|



| | |
|----|--|
| 2. | |
| 3. | |
| 4. | |

What objectives need action plans?

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

What are my January Priorities?

| | |
|----|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |

What are my First Quarter priorities?

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|----|--|
| 1. | |
|----|--|



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| 2. | |
| 3. | |
| 4. | |

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

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| 1. | |
| 2. | |
| 3. | |
| 4. | |