

Strategic Thinking Workbook



**Presented By
Connie Ragen Green**

This workbook has been designed to help you through the process of creating your personal strategic plan. Each of these worksheets corresponds to a part of the plan-making process.

As you work through each worksheet, you will be able to see your plan slowly coming together. Once you have finished all five parts of the plan, you can copy everything down onto the Personal Strategic Plan Template included and your plan will be complete.

Personal Mission Statement Worksheet

Instructions: A personal mission statement is about what you want to do and how you want to live your life in the present moment. Start the process by answering the following questions and then draft your personal mission statement using the answers. Several examples have been included to help you with this process.

1.) What are the things I am most passionate about?

2.) What inspires me the most?

3.) Do I want to make a difference in the world, and if so, how?

4.) Why do I get out of bed each morning?

5.) What do I want to do every day and why?

Examples of Personal Mission Statements

"My purpose in life is to continuously grow and help others grow too using my wisdom and psychological knowledge."

"My mission in life is to serve others by helping them achieve optimal health."

"My purpose in life is to be a mom and to raise independent, productive human beings."

"To help people however I can."

"My life's mission is to help other people connect and form authentic relationships."

Draft Personal Mission Statements

Feel free to play around and try several different statements! That is why plenty of room for drafts has been included. Add phrases, take them out, and start over entirely. This is your personal mission statement.

Take your time and write out all the drafts you need until you get one you are comfortable with. Then copy the final draft down in the space provided for it below.

Draft #1:

Draft #2:

Draft #3:

Draft #4:

Draft #5:

Final Draft of Your Personal Mission Statement...

Personal Vision Statement Worksheet

Instructions: A personal vision statement is about how you want to live your life in the future and what you want to become. Start the process by answering the following questions and then draft your personal vision statement using the answers. Several examples have been included to help you with this process.

1.) What do you want your future life to look like?

2.) How would you spend a day in your ideal life?

3.) Ideally, how will people remember you when you are gone?

4.) What would you like to do and be in your ideal life?

5.) What would you like to have in your ideal life?

Examples of Personal Vision Statements

“To achieve financial freedom so that I can pursue my passion of traveling around the world.”

“To live a long and fulfilling life surrounded by my family and loved ones.”

“To create a legacy of helping other people that will live on long after I am gone.”

“To have fun however I can and whenever I can as long as I live.”

“My life’s vision is to live a long and fulfilling life and retire in comfort.”

Draft Personal Vision Statements

Use the answers to the questions to draft a personal vision statement describing what your ideal life would look like. As with the personal mission statement, take all the time you need and create a few different drafts until you have one you are comfortable with, then copy the final product down in the appropriate space below.

Draft #1:

Draft #2:

Draft #3:

Draft #4:

Draft #5:

Final Draft of Your Personal Vision Statement

Personal Values Worksheet

Instructions: Now it is time to determine what your top five values are. These and the statements you have created will help you determine what areas you should focus on for the next few years. Read through the list of values presented below and circle your top five. These should be the ones that most resonate with you.

It is okay to take time to think about this and to go back and cross out a choice and make another selection. That is part of the process. When you are finished, the five you have selected are your core personal values.

One note: there are no right or wrong answers in this process. Every person is different and has different personal values. That is okay. Just be honest!

Achievement
Adventure
Ambition
Assertiveness
Balance
Beauty
Belonging
Boldness

Calmness
Carefulness
Commitment
Community
Community Service
Compassion
Competence
Competitiveness
Consistency
Contentment
Control
Cooperation
Correctness
Courtesy
Creativity
Curiosity
Decisiveness
Dependability
Determination
Diligence
Discipline
Effectiveness
Efficiency
Elegance
Empathy
Enjoyment
Equality
Ethical behavior
Excitement
Excellence
Expertise
Fairness
Faith
Fame
Family
Fitness
Focus
Friendship
Financial security
Freedom
Fun
Generosity
Goodness
Grace
Happiness
Hard Work

Health
Helping others
Honesty
Humility
Independence
Influencing others
Ingenuity
Inquisitiveness
Insightfulness
Intelligence
Integrity
Intuition
Joy
Justice
Knowledge
Leadership
Legacy
Love
Loyalty
Making a difference
Mastery
Meaningful work
Money
Nature
Openness
Order
Originality
Participation
Perfection
Personal accountability
Personal growth
Personal time
Physical challenges
Pleasure
Positivity
Power
Practicality
Preparedness
Privacy
Problem-solving
Professionalism
Prudence
Public service
Purity
Recognition
Relationship with a higher power

Relationships with others
Relaxation
Reliability
Religion
Resourcefulness
Respect
Responsibility
Risk-taking
Security
Self-care
Self-control
Selflessness
Self-reliance
Sensitivity
Serenity
Simplicity
Spirituality
Spontaneity
Stability
Status
Strength
Structure
Success
Support
Teamwork
Thoroughness
Thoughtfulness
Timeliness
Tolerance
Uniqueness
Unity
Usefulness
Wealth
Wisdom

Strategic Focus Areas Worksheet

Instructions: It is time to decide which of the many areas of your life you are going to focus on for the next few years. Keep in mind that this does not mean you will be neglecting other areas, just that you will be focusing on achieving goals in the three areas you select.

Decide which three of the following areas you want to work on and write them down in the space provided.

Areas of Life

Family
Romantic Life
Friendships
Work
Community
Community Service
Social Life
Recreation and Sports
Spirituality
Health
Travel
Adventure
Personal Finances
Education
Public Service

Selected Focus Area #1: _____

Selected Focus Area #2: _____

Selected Focus Area #3: _____

Objectives and SMART Goals Worksheet

Instructions: Now it is time to complete the last step of the process: creating objectives and SMART goals for each of the focus areas you selected. There is a separate page for each of your three focus areas. Fill them out and you will have the makings of your strategic plan.

Select up to three objectives for each focus area. Write these in the space provided. Then break each objective down into SMART goals. Each goal you create should pass the SMART test -Specific, Measurable, Attainable, Relevant, and Time-Bound. If it does not, keep refining it until it does.

Strategic Focus Area #1

Focus Area: _____

Objective #1 _____

Goal 1: _____

Goal 2: _____

Goal 3: _____

Objective #2 _____

Goal 1: _____

Goal 2: _____

Goal 3: _____

Objective #3 _____

Goal 1: _____

Goal 2: _____

Goal 3: _____

Strategic Focus Area #2

Focus Area: _____
Objective #1 _____

Goal 1: _____

Goal 2: _____

Goal 3: _____

Objective #2 _____

Goal 1: _____

Goal 2: _____

Goal 3: _____

Objective #3 _____

Goal 1: _____

Goal 2: _____

Goal 3: _____

Strategic Focus Area #3

Focus Area: _____
Objective #1 _____

Goal 1: _____

Goal 2: _____

Goal 3: _____

Objective #2 _____

Goal 1: _____

Goal 2: _____

Goal 3: _____

Objective #3_____

Goal 1:_____

Goal 2:_____

Goal 3:_____

Personal Strategic Plan Template

My Personal Strategic Plan

Personal Mission Statement: _____

Personal Vision Statement:_____

Top 5 Personal Values

Strategic Areas of Focus

Objectives and Smart Goals

Focus Area #1: _____

Objective #1_____

Goal 1:_____

Goal 2:_____

Goal 3:_____

Objective #2_____

Goal 1: _____

Goal 2: _____

Goal 3: _____

Objective #3 _____

Goal 1: _____

Goal 2: _____

Goal 3: _____

Focus Area #2: _____

Objective #1 _____

Goal 1: _____

Goal 2: _____

Goal 3: _____

Objective #2 _____

Goal 1: _____

Goal 2: _____

Goal 3: _____

Objective #3 _____

Goal 1: _____

Goal 2: _____

Goal 3: _____

Focus Area #3: _____

Objective #1 _____

Goal 1: _____

Goal 2: _____

Goal 3: _____

Objective #2 _____

Goal 1: _____

Goal 2: _____

Goal 3: _____

Objective #3 _____

Goal 1: _____

Goal 2: _____

Goal 3: _____

Your Action Plan

Instructions: Write down your first goal for the first objective in each of your strategic focus areas. Then write down specific action steps to accomplish each goal. That is it. You will have your action plan when you are finished.

Strategic Focus Area #1: _____

Objective #1 _____

Goal 1: _____

Action Steps:

1. _____

2. _____

3. _____
4. _____
5. _____

Strategic Focus Area #2: _____

Objective #1 _____

Goal 1: _____

Action Steps:

1. _____
2. _____
3. _____
4. _____
5. _____

Strategic Focus Area #3: _____

Objective #1 _____

Goal 1: _____

Action Steps:

1. _____
2. _____
3. _____
4. _____
5. _____

About the Author

Connie Ragen Green is a bestselling author, international speaker, and online marketing strategist who is dedicating her life to serving others as they build and grow successful and lucrative online businesses. Her background includes working as a classroom teacher for twenty years, while simultaneously working in real estate. In 2006 she left it all behind to come online, and the rest is history.

She makes her home in two cities in southern California; Santa Clarita in the desert and Santa Barbara at the beach. In addition to her writing and work online, Connie consults and strategizes with several major corporations and some non-profits, as well as volunteering with groups such as the international service organization Rotary, the Boys & Girls Clubs, the women's business organization Zonta, and several other charitable groups.

As the recent recipient of the Merrill Hoffman Award, presented to Connie by the Santa Barbara Rotary Club, being honored with this award has strengthened her resolve to serve others around the world in any way she is able to by using her gifts, talents, and experiences in a positive and sincere manner. Her online business is the vehicle for this and Connie continues to serve entrepreneurs, authors, and speakers, both new and seasoned.

Connie is a USA Today and Wall Street Journal bestselling author of more than twenty-five books. View all of her titles at <http://ConnieRagenGreenBooks.com>

