

Overview

In this activity, individuals will define goals and make a five year plan for making progress, measuring growth, and achieving subgoals.

Materials

- [Five Year Planner template](#)

21st-Century Skills Targeted

- Initiative
- Productivity
- Flexibility
- Leadership

Steps

- Have students list long-term career and personal goals they hope to accomplish over the next five years. Remind students to be as specific as possible when writing these goals. For some goals, it might be helpful to start with the end in mind and work backward from there. As needed, support students who might need some scaffolding by asking the following questions:
 - What do you want out of life?
 - What matters most to you?
 - What do you value?
 - What are your skills and interests?
- Once long-term goals have been drafted, have students break them down into smaller goals. Encourage students to research the necessary steps for accomplishing their goals. For example, what are the skills, education or certifications, training, etc. requirements needed?
- Next, have students use their short-term goals to set up an action plan. This includes writing down the steps needed to achieve each short-term goal (with deadlines).
- With action steps defined, students should begin to identify any resources needed including funding, training, or on-the-job experience.
- It is also important for students to identify any potential obstacles or challenges that might be encountered along the way. For each obstacle/challenge, have students indicate possible solutions or workarounds.
- The last step in the five year plan is to come up with a system for tracking progress. It is recommended that this be a weekly or monthly check-in.

5 - Year Planner

LONG-TERM: List long-term career and personal goals that you want to achieve within the next 5 years.

1. -----
2. -----
3. -----

SHORT-TERM: Break down long-term goals into smaller goals to work towards over the next 5 years.

1. -----
2. -----
3. -----

ACTION PLAN: Write down the steps needed to achieve each of your short-terms goals, including deadlines.

1. -----
2. -----
3. -----

RESOURCES NEEDED: Identify resources needed to achieve your goals, such as training, experience, or funding.

1. -----
2. -----
3. -----

POTENTIAL OBSTACLES: List obstacles or challenges you might encounter while working towards your goals, and solutions.

1. -----
2. -----
3. -----

PROGRESS TRACKING: Develop a system for tracking progress towards your goals, such as a monthly or quarterly review.

1. -----
2. -----
3. -----