

## Bonus Worksheet!

### FOCUS AREAS PLANNING GUIDE

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For each identified Focus Area, define the focus in a sentence or two.

Give some thought to where you are now with this Focus Area and where you want to be. You might want to use concrete measurements to describe the status of a Focus Area - e.g. using a scale of 1-10, or a letter grade of A, B, or C.

Give some thought then to how you'll know when you have achieved what you wanted to achieve with each Focus Area. Be as specific and concrete as possible. In each area, what evidence will serve as proof that you've succeeded?

Make a commitment. What specifically will you commit to doing to move forward on this Focus Area? How long do you expect it will take?

When you're finished, you should have a clear sense of what you want to focus on now to reach your goals and a sense of what the process will be to make each area a priority. Commit your Focus Areas to memory or post them where you can see them for easy reference.

#### **Focus Area 1:**

1. Where are you now?

2. Where would you like to be?

3. How will you know when you get there?

Commitment:

Time Frame:

**Focus Area 2:**

1. Where are you now?

2. Where would you like to be?

3. How will you know when you get there?

Commitment:

Time Frame:

**Focus Area 3:**

1. Where are you now?

2. Where would you like to be?

3. How will you know when you get there?

Commitment:

Time Frame:

#### **Focus Area 4:**

1. Where are you now?

2. Where would you like to be?

3. How will you know when you get there?

Commitment:

Time Frame:

**Focus Area 5:**

1. Where are you now?

2. Where would you like to be?

3. How will you know when you get there?

Commitment:

Time Frame:

**Focus Area 6:**

1. Where are you now?

2. Where would you like to be?

3. How will you know when you get there?

Commitment:

Time Frame: