



Personal Vision Worksheet

Defining your Personal Vision (PV) is one of the most important things you can do for yourself and your business. It is a 5 to 10 year plan that identifies what you want your business to do for you.

Name: _____

Date: _____

As an owner, you run a company for your own benefit. You assume the risks, and put in the effort, with an expectation of results. Clearly defining that objective helps keep your focus and balance.

Although developing a Personal Vision can be done as an independent exercise by any business owner, we recommend utilizing this worksheet and working with a trusted advisor who can help you identify your goals.

Note: After completing the worksheet, you will be able to draft the final version of your Personal Vision which you should limit to 100 words. You'll find that the discipline of making it short will help identify those things which are most important.

To start, please answer the following questions:

1. If your company was running "right," what would your job look like?

Days and hours you would work: _____

A typical day's activities: _____

How much vacation would you take (no contact with business): _____

2. What material assets do you desire? (home, vacation home, cars, boats, etc.) List them and your estimate of the cost for each:

Asset:	Cost of Asset:
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

3. If you wish to travel, where, for what purpose, when and how long? _____

4. If you retire debt-free, what monthly/annual income is needed for your desired lifestyle?

Food and daily living: \$ _____
Travel: \$ _____
Hobbies, Sports, Interests: \$ _____
Charity, Community: \$ _____
Other: \$ _____
Other: \$ _____
Income providing capital (at 5%): \$ _____

5. What non-material things attract you?

- Family
- Community
- Church
- Self-development
- Other: _____

6. When you retire, how will you spend your time? What are you doing now to prepare for that?

7. Your Personal Vision "Balance Sheet"

	Current:	Goal:
Working Hours/Week:	_____	_____
Vacation Time:	_____	_____
Liquid Assets:	\$ _____	\$ _____
Major Assets:	\$ _____	\$ _____
Living Expenses:	\$ _____	\$ _____
Company Value at Sale:	\$ _____	\$ _____

Your Personal Vision calls for income in excess of living expenses over the next _____ years of \$ _____ in current dollars. How can that be achieved, while reaching your personal time and development targets? _____
