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**Five-Year Plan Template**



**How to Use This Template**

This template should be used to help you build a detailed five-year plan for yourself. Included in this document is a short and long template.

If using the **short** template, fill out up to three goals for each year, alongside the process for attaining the goal, your success metric, the benefit of attaining the goal, and the resources you have available to you. You can delete or add more rows in each year by right-clicking on a row in the year and selecting either “insert row” or “delete row.”

If you would prefer more room to embellish on the details of your plan, you can use the **long** template. There are prompts for each of the sections in the short template in the long template, plus room for an introduction, closing, and focus areas for each year.

Once complete, you can use this template as a roadmap to refer to on your five-year journey to your goal. We hope this document helps you set realistic timelines and expectations for your future accomplishments!

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| **Five-Year Plan *[Short Template]*** |
| **Objective***Outline where you want to be at the end of this five-year period with one or two succinct sentences.*   |
|  | **End Goals** | **Process** | **Success Metric** | **Benefit** | **Resources** |
| **Year 1** |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Year 2** |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Year 3** |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Year 4** |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Year 5** |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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### *Your Name*

Five-Year Plan *[Long]*

### [*Starting Year – Ending Year*]

|  |  |  |
| --- | --- | --- |
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#

# Introduction

## Executive Summary

*Provide a one-page overview of your five-year plan. This could be a year-by-year summary of what your goals are and how you’ll accomplish them, or it could be a breakdown of your goals for the next five years and how you’ll attain each of them.*

### End Goals

In five years’ time, I will…

* ***[Goal #1]:*** *Explain in one sentence what the goal is and why it’s important.*
* ***[Goal #2]:*** *Explain in one sentence what the goal is and why it’s important.*
* ***[Goal #3]:*** *Explain in one sentence what the goal is and why it’s important.*
* ***[Goal #4]:*** *Explain in one sentence what the goal is and why it’s important.*
* ***[Goal #5]:*** *Explain in one sentence what the goal is and why it’s important.*

# Year #1

##

## Area(s) of Focus

* *Focus Area #1*
* *Focus Area #2*
* *Focus Area #3*

## Goals

### Goal #1: *Name of Goal*

*Write a quick description of the goal you have this year as well as the benefit of achieving it.*

#### Success Metric

*Explain how you’ll measure success to determine if this goal is attained.*

####

#### Attainment Strategy

*Walk through how you will attain this goal. Be as tactical as possible!*

#### Resources

*List out the resources (classes, budget, people, etc.) that are available to help you reach this goal.*

* *Resource #1*
* *Resource #2*
* *Resource #3*

### Goal #[]: *Name of Goal (Copy and paste this section for as many goals you have this year).*

*Write a quick description of the goal you have this year as well as the benefit of achieving it.*

#### Success Metric

*Explain how you’ll measure success to determine if this goal is attained.*

####

#### Attainment Strategy

*Walk through how you will attain this goal. Be as tactical as possible!*

#### Resources

*List out the resources (classes, budget, people, etc.) that are available to help you reach this goal.*

* *Resource #1*
* *Resource #2*
* *Resource #3*

# Year #2

##

## Area(s) of Focus

* *Focus Area #1*
* *Focus Area #2*
* *Focus Area #3*

##

## Goals

### Goal #1: *Name of Goal*

*Write a quick description of the goal you have this year as well as the benefit of achieving it.*

#### Success Metric

*Explain how you’ll measure success to determine if this goal is attained.*

####

#### Attainment Strategy

*Walk through how you will attain this goal. Be as tactical as possible!*

#### Resources

*List out the resources (classes, budget, people, etc.) that are available to help you reach this goal.*

* *Resource #1*
* *Resource #2*
* *Resource #3*

### Goal #[]: *Name of Goal (Copy and paste this section for as many goals you have this year).*

*Write a quick description of the goal you have this year as well as the benefit of achieving it.*

#### Success Metric

*Explain how you’ll measure success to determine if this goal is attained.*

####

#### Attainment Strategy

*Walk through how you will attain this goal. Be as tactical as possible!*

#### Resources

*List out the resources (classes, budget, people, etc.) that are available to help you reach this goal.*

* *Resource #1*
* *Resource #2*
* *Resource #3*

# Year #3

##

## Area(s) of Focus

* *Focus Area #1*
* *Focus Area #2*
* *Focus Area #3*

##

## Goals

### Goal #1: *Name of Goal*

*Write a quick description of the goal you have this year as well as the benefit of achieving it.*

#### Success Metric

*Explain how you’ll measure success to determine if this goal is attained.*

####

#### Attainment Strategy

*Walk through how you will attain this goal. Be as tactical as possible!*

#### Resources

*List out the resources (classes, budget, people, etc.) that are available to help you reach this goal.*

* *Resource #1*
* *Resource #2*
* *Resource #3*

### Goal #[]: *Name of Goal (Copy and paste this section for as many goals you have this year).*

*Write a quick description of the goal you have this year as well as the benefit of achieving it.*

#### Success Metric

*Explain how you’ll measure success to determine if this goal is attained.*

####

#### Attainment Strategy

*Walk through how you will attain this goal. Be as tactical as possible!*

#### Resources

*List out the resources (classes, budget, people, etc.) that are available to help you reach this goal.*

* *Resource #1*
* *Resource #2*
* *Resource #3*

# Year #4

##

## Area(s) of Focus

* *Focus Area #1*
* *Focus Area #2*
* *Focus Area #3*

##

## Goals

### Goal #1: *Name of Goal*

*Write a quick description of the goal you have this year as well as the benefit of achieving it.*

#### Success Metric

*Explain how you’ll measure success to determine if this goal is attained.*

####

#### Attainment Strategy

*Walk through how you will attain this goal. Be as tactical as possible!*

#### Resources

*List out the resources (classes, budget, people, etc.) that are available to help you reach this goal.*

* *Resource #1*
* *Resource #2*
* *Resource #3*

### Goal #[]: *Name of Goal (Copy and paste this section for as many goals you have this year).*

*Write a quick description of the goal you have this year as well as the benefit of achieving it.*

#### Success Metric

*Explain how you’ll measure success to determine if this goal is attained.*

####

#### Attainment Strategy

*Walk through how you will attain this goal. Be as tactical as possible!*

#### Resources

*List out the resources (classes, budget, people, etc.) that are available to help you reach this goal.*

* *Resource #1*
* *Resource #2*
* *Resource #3*

# Year #5

##

## Area(s) of Focus

* *Focus Area #1*
* *Focus Area #2*
* *Focus Area #3*

##

## Goals

### Goal #1: *Name of Goal*

*Write a quick description of the goal you have this year as well as the benefit of achieving it.*

#### Success Metric

*Explain how you’ll measure success to determine if this goal is attained.*

####

#### Attainment Strategy

*Walk through how you will attain this goal. Be as tactical as possible!*

#### Resources

*List out the resources (classes, budget, people, etc.) that are available to help you reach this goal.*

* *Resource #1*
* *Resource #2*
* *Resource #3*

### Goal #[]: *Name of Goal (Copy and paste this section for as many goals you have this year).*

*Write a quick description of the goal you have this year as well as the benefit of achieving it.*

#### Success Metric

*Explain how you’ll measure success to determine if this goal is attained.*

####

#### Attainment Strategy

*Walk through how you will attain this goal. Be as tactical as possible!*

#### Resources

*List out the resources (classes, budget, people, etc.) that are available to help you reach this goal.*

* *Resource #1*
* *Resource #2*
* *Resource #3*

# Conclusion

*Briefly summarize your plan to solidify how you’ll have achieved your goals after five years.*