



Attached you will find a form entitled, "My Personal Master Plan." This form has been designed to help you hit target goals in your life. By completing this form, you will be providing me with information that will allow me to give you objective and professional guidance to help you do more with the talents that already exist inside of you.

The plan has seven different sections, which you will complete at least three goals in each section. Below is a description of each section and suggestions of goals you might consider. As stated, these are just "suggestions" so do not feel you are limited in setting your goals. Really think about what you would like to accomplish in your life.

If you have any questions or need assistance in completing this form, please feel free to contact me. This is an exciting time in your life and I look forward to helping you take those necessary steps to make it rewarding!

## **"My Personal Master Plan" Description Sheet**

1. **FINANCIAL**—this is divided into total income and the amount of money you want to save or invest during this time. If you are paying down debt, you can also record the amount here.
2. **BUSINESS/CAREER**—you will probably complete several business goals in this time frame. However, select the one that will help you progress most, and focus on this. Maybe it's a sales target, or a new project or joint venture, or hiring (or firing) a key person.
3. **FUN TIME!**—this is your goal for time off, totally away from work. Record the number of days; and remember--you deserve it!
4. **HEALTH AND FITNESS**—there are three major components to consider here—physical, mental, and spiritual. What will you do to improve your overall health? Consider exercise, nutritional habits, new knowledge and spiritual awareness.
5. **RELATIONSHIPS**—what one important relationship will you work on during this period of time? Maybe more time with a family member, a mentor, or key employee or client. Obviously you will interact with a lot of people every week; however, just focus on significantly expanding one of these relationships.
6. **PERSONAL**—this is a wide-open choice involving something that gives you personal satisfaction. It might include buying something, developing a new skill like playing guitar, or planning a special vacation.
7. **CONTRIBUTION**—what are you going to contribute back to society during this time? Perhaps it's a financial contribution to your favorite charity or church organization. Maybe you'll contribute your time to the community or local sports team, or simply help someone out by being a willing listener.

---

### **J. Alton Byrd, Results Coach**

2904½ Franklin Blvd., Sacramento, CA 95818

Phone: 916-452-5712 ▪ Fax: 916-452-5721 ▪ Toll free: 888-381-7731

Web: [www.clear-focus.com](http://www.clear-focus.com) ▪ email: [alton@clear-focus.com](mailto:alton@clear-focus.com)



# MY PERSONAL MASTER PLAN

Name \_\_\_\_\_

FROM \_\_\_\_\_ To \_\_\_\_\_

	Specific Goal	Reason for Accomplishing This Goal	Date Accomplished
<b>FINANCIAL</b>			
Total Income \$ _____	1.	1.	
Savings/Investments \$ _____	2.	2.	
Debt elimination \$ _____	3.	3.	
<b>CAREER AND BUSINESS</b>			
New projects, partnerships, expansion, new products/services, sales, new ventures, relationships	1.	1.	
	2.	2.	
	3.	3.	
<b>FUN TIME</b>			
Vacations, trips, sports, reunions, special events Number of weeks off _____	1.	1.	
	2.	2.	
	3.	3.	
<b>HEALTH AND FITNESS</b>			
Lose/gain weight, exercise programs, nutritional habits, medical, sports, martial arts.	1.	1.	
	2.	2.	
	3.	3.	



# MY PERSONAL MASTER PLAN

FROM \_\_\_\_\_ To \_\_\_\_\_

	Specific Goal	Reason for Accomplishing This Goal	Date Accomplished
<b>RELATIONSHIPS</b>			
1. Family-spouse, children, parents, siblings.	1.	1.	
2. Personal-friends (local and long distance), mentors.	2.	2.	
3. Business-strategic alliances, mentors, partners, clients, staff, colleagues.	3.	3.	
<b>PERSONAL</b>			
1. Anything I personally want to have, be or do.	1.	1.	
2. Education-courses, professional speaking, consulting, reading, etc.	2.	2.	
3. Spiritual-courses, Bible study, church, relationships, retreats.	3.	3.	
<b>CONTRIBUTION</b>			
Charitable, community, mentoring, church	1.	1.	
	2.	2.	
	3.	3.	