



5 YEAR PLAN

HOW TO WRITE ONE.

SiGNAL
Martinique House
Hampshire Road
GU35 0HZ
01420 556335
www.signalbordon.org
work@signalbordon.org

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. You can find 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!



5 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					



Five-Year Plan [Long]

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.

In five years' time, I will...	
--------------------------------	--

In five years' time, I will... (Explain in one sentence what the goal is and why it's important.)

Goal 1	
Goal 2	
Goal 3	
Goal 4	
Goal 5	



Year 1

Area/Areas of Focus	
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.	



Year 2

Area/Areas of Focus	
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.	

Year 3

Area/Areas of Focus	
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.	

Year 4

<p>Area/Areas of Focus</p>	
<p>Goal - Write a quick description of the goal you have this year as well as the benefit of achieving it.</p>	
<p>Success Metric Explain how you'll measure success to determine if this goal is attained.</p>	
<p>Attainment Strategy Walk through how you will attain this goal. Be as tactical as possible!</p>	
<p>Resources List out the resources (classes, budget, people, etc.) that are available to help you reach this goal.</p>	

Year 5

Area/Areas of Focus	
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.	

At SiGNAL we provide workspaces to help you get your business off the ground and grow. From meeting rooms, offices and desk hire, we have workspaces for entrepreneurs, sole traders and micro businesses right in the heart of Bordon.

We also offer fantastic business networking events - because who you mix with matters!

Why not check out the BiZHUB for yourself. Simply go to our events page and book onto our next event!

Find out more about SiGNAL by visiting our website.

www.signalbordon.org



SiGNAL
Martinique House
Hampshire Road
GU35 0HZ
Phone 01420 556335
Email work@signalbordon.org

