Logo

Description automatically generated with low confidence

**Vision Creation Strategy Sheet**

What is it that you want out of life?  
  
What is your vision for your life and work?  
  
Many people struggle to answer both questions.   
  
They may have dreamt about something that they want to achieve in their life and work; but sadly, have never thought deeply enough about this dream to create a vision; and haven’t taken enough steps towards making that vision real.  
  
Some people dream about:

* Starting a business
* Exiting their current business
* Landing their perfect job
* Moving to another country
* Helping others
* Improving their relationships
* Improving their health
* Being more confident

…but these dreams go no further – ‘life’ just gets in the way.

You have an opportunity to start building your vision for your life and work by completing this Vision Creation Strategy Sheet.

To make the best use of this strategy sheet, I suggest you find a quiet place where they’ll be no distractions for an hour or so. Try putting your phone on silent!

There are 6 steps to this Vision Creation process. Go through each step answering each question using the space provided. Feel free to create extra pages as required if you need more space for your answers.

Here are the steps we’ll go through:

1. Listing your accomplishments
2. Discovering your passions
3. Discovering your values
4. Identifying your roles in life
5. Learning about your energy, thoughts, and behaviours
6. Creating your Vision Statement
7. **YOUR ACCOMPLISHMENTS:**

* **WHAT HAVE YOU ACHIEVED IN YOUR LIFE TO DATE?** – Many people don’t have a written record of what they have achieved in their life and work. Use the space below to record what you have achieved: What obstacles have you overcome in the past? What have you been recognised for in your work or by family and friends? What have you done that you’re proud of?

1. **YOUR PASSIONS:**
   * **WHAT ARE YOU MOST PASSIONATE ABOUT?** – What do you enjoy doing in your life and work? What are you excited and enthusiastic about that you enjoy doing? If you had a free day, what would you do with it? What activities do you love to do? Why are you passionate about them?
2. **YOUR VALUES:**
   * **WHAT ARE YOUR VALUES?**

Your personal values are a core part of who you are as a person, and who you want to be.

By becoming more aware of your values, you can use them as a guide to make the best choice in any situation.

Values can help you to determine your priorities and can help with decision making.

Some of life's decisions are really about determining what you value most. When many options are available, you can rely on your values to point you in the right direction.

When how you live matches your values, life is usually good. When your life doesn't align with your values, that's often when things don’t feel right, and you may feel unhappy.

Values are usually stable, but they may change as you experience life and grow older.

Below is a list of core personal values that may help you as you think about yours:

|  |  |
| --- | --- |
| Authenticity  Achievement  Adventure  Authority  Autonomy  Balance  Beauty  Boldness  Compassion  Challenge  Citizenship  Community  Competency  Contribution  Creativity  Curiosity  Determination  Fairness  Faith  Fame  Friendships  Fun  Growth  Happiness  Honesty  Humour  Influence  Inner Harmony  Integrity | Justice  Kindness  Knowledge  Leadership  Learning  Love  Loyalty  Meaningful Work  Openness  Optimism  Peace  Pleasure  Poise  Popularity  Recognition  Religion  Reputation  Respect  Responsibility  Security  Self-Respect  Service  Spirituality  Stability  Success  Status  Trustworthiness  Wealth  Wisdom |

Looking at the example values list, think about your life and work. What stands out as the values that have helped you in the past and what you aspire to? Then list them in the space below.

There’s no maximum number of values, but up to 10 is typical. You might want to circle a small number of your values that you want to include in your vision statement later. This will help to serve as a reminder to bring more of your core values into your life and work.

It can also help to ask yourself: “What matters to me most as I live my life?”

1. **YOUR ROLES:**

**IDENTIFY YOUR ROLES:** Everyone has different roles in their life. There are many to identify with. Here are some examples: Partner, spouse, parent, business owner, business leader, friend, community member, neighbour, family member, investor…and so on. Think about your life and work and identify your roles that are most important to you, and list them below:

* + **YOUR ROLES**:
  + **GRATITUDE:** Many people do not actively think about what they are most grateful for in life. Practising gratitude can help to change your perspective.

For each of your roles what are you most grateful for? …and why?

For example: “As a parent I am most grateful for my children – they brighten my life every day.” Or “As a Business Owner I am grateful to have the opportunity to be creative and grow my business.”

1. **YOUR ENERGY, THOUGHTS AND BEHAVIOURS:**
   * **ENERGY –** Thinking about each of your roles, what situations give you energy?

For example – “As a parent – When I make time for my children, it gives me energy.”

What situations drain you of energy?

For example – “As a parent - When I lose my temper with my children it drains my energy.”

* + **THOUGHTS** – Thinking about each of your roles, do you have any regular empowering thoughts that you have experienced over the last week or so? For example – As a Business Owner: “I really inspired my team today.”. Do you have any regular disempowering thoughts? For example - As a manager: “Why am I useless at organising my time?”

* + **BEHAVIOURS** – Thinking about each of your roles, what behaviours help you?

For example – “As a parent - I am patient with my children.:

Can you identify any behaviours that don’t help you in your role?

For example – “As a Business Leader - I lose my temper easily.”

You’ll be referring to this section when you create your vision statement.

1. **CREATING YOUR VISION STATEMENT:**
   * **WHAT IS YOUR VISION?**

A personal vision statement is unique and describes what you want to achieve in your life, both personally and professionally. It’s important as it serves as ‘sign-post’ that reminds you of the direction that you want to go, in your life and work. It helps to define who you are and what matters to you most.

Your vision can be in a timeframe of your choice. Typically, it runs over a 5 to 10-year period, but it can be a shorter or longer term. Whatever works best for you:

**VISION TIME-FRAME: The timeframe for my vision will be: \_\_\_\_\_\_ years.**

Once you’ve determined the timeframe you’d like, decide if you would like to create a single vision statement for your life, or if you’d like a vision statement for each of your roles that you have identified.

Feel free to copy the following page if you’d like to create a vision statement for each of your roles.

Start with rough notes as you run through each of the questions below. Some of the answers you will use to create your vision statement; some of the answers you’ll use with Goal Setting which we’ll cover in the next module. You may need to re-read the questions as you define your vision statement.

This is your opportunity to think big. Think as though there are no obstacles in your way. It’s quite normal for the brain to bring up problems the moment we start to visualise a possible future. The obstacles can be addressed during the goal setting process.

Close your eyes and then take 3 long deep breaths – inhale through your nose and exhale through your mouth.

With your eyes still closed imagine you are at your 80th birthday party. Imagine the room is full of the people most important to you in your life. Try to visualise the room and the faces of the people celebrating your birthday with you.

What do you see? What sounds do you hear? What are your party guests saying?

The room suddenly falls silent as one of your children, or family member, or a close friend gives a speech about your life and work.

They describe the type of person you are; the challenges that you overcame, what you achieved in your life and who you’ve helped.

Imagine hearing the person giving the speech. What are they saying about you? How are they describing your life and your achievements? Who have you become?

Now, open your eyes and with a clear mind, ask yourself the following questions and write the answers down:

* + 1. What do I want to happen in my life?
    2. What values do I live by?
    3. What skills will I use?
    4. What energy will I bring into my life?
    5. What empowering thoughts will I have?
    6. What disempowering thoughts have I now let go of?
    7. What behaviours support me?
    8. What behaviours have I now stopped?
    9. Who will I help?
    10. What impact will I make in the world?

To help you answer these questions, look back at the answers you wrote down in steps 1-5.

**VISION NOTES:**

**YOUR VISION STATEMENT** – Now as you look over your notes having answered the vision questions, write your vision statement in the space provided below. It can be as short or long as you like but it’s best to keep it concise so that it’s easy to understand, remember and review! This is important as in the future it should be easy for you to know when you have made your vision real.

For example: The vision statement for my coaching is:

“I will positively impact the lives and businesses of over 1000 people. I continue to develop my coaching skills and do the inner work to help me be a wonderful Coach, that leads with curiosity, honesty, integrity, and challenge.”

Now it’s your turn:

Congratulations on creating your vision statement. Not many people do this! But you’ve done the work and have taken a huge step forward!

Keeping your Vision statement visible is key as it will help to remind you of the direction that you’ve consciously decided on.

Some suggestions to keep your vision statement visible are:

* Print it and place a copy where you can see it in your home or office.
* Write it down in a prominent place in your diary.
* Buy a journal and write it down on one of the first pages.

**Tip: Reviewing your Vision Statement annually helps to keep you on track and provides an opportunity for you to regularly review it (and if required amend it). Why not create a diary entry now to remind you to review your Vision Statement 12 months from today? At that time if you feel changes are required then you can go through this process again.**

**WHATS NEXT?**

Well, next you get to identify and create the ambitious goals to help improve your chances of making your vision real.

In the next module I’ll walk you through a process to help define your goals and create action steps to achieve them.

You’ll be referring back to this Vision Creation Strategy Sheet as you set your Goals.

I’ll see you in the next module!