The CardenGroup
BUILDING EXCELLENCE

FRAMEWORK FOR SUCCESS©

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The Framework for Success helps to ensure that your everyday activities are aligned with the future results you want to create. This Framework can help individuals, teams, departments, and entire organizations.

3-YEAR LETTER

Research shows most people overestimate how much can be accomplished in 1 year, but truly UNDERESTIMATE what they can achieve in 3 years.

1 YEAR
versus
3 YEARS

PERSONALIZED ACTION PLAN

This 30/60/90 action plan helps drive results that ensure positive progress and forward movement.

30/60/90
action plan

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3-YEAR LETTER

The purpose of crafting your 3-year letter is to create clarity around what your future vision is and what you want to accomplish 3 years from today. There are no right/wrong answers, only the answers that serve your future purpose. You can write your 3-year letter from a personal standpoint, a business standpoint, or a combination of both. This 3-year letter will be your "north star" moving forward and allow you to gain clarity around the direction of your future. You can also use this letter for a decision-making process. If something helps move you toward your end goal(s), then say yes. If it doesn't move you toward your goal(s), now it becomes a lot easier to say no and justify why. ***Best of luck creating your future!***

Instructions

3 years from today, what have you accomplished?

Who are you writing the letter to? *(could be multiple parties)*

What location are you writing the letter from? *(office, home, beach, mountains, etc.)*

Themes to Consider

Benefits you have received for what you have accomplished.

Accomplishments *(time, money, freedom, service).*

Things you have removed? *(obstacles, habits that hinder progress, etc.)*

Impact on others *(personal and/or business).*

Growth

- *Spiritually*
- *Physically*
- *Financially*
- *Mentally*
- *Emotionally*

Assessment of life progress.

Anything else.

Create as many drafts as needed until the final version is complete.

After Written

Assess tailwinds that'll help you attain your goal(s).

Assess headwinds that could hinder your goal(s).

What needs to be addressed to ensure positive movement?

Next best action step?

Personalized Action Plan

Complete the Personalized Action Plan.

Share your letter and plan with a trusted source.

Stay the course and eliminate things that aren't moving you toward your goal(s).

Take action.

Create a better life in many different ways.

Action

Read your 3-year letter often and make sure you are staying on course to achieve your goals.

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PERSONALIZED ACTION PLAN

The purpose of creating a personalized action plan is to align your actions, activities, and results with the organization, department, team, your supervisor, and/or your 3-year letter. This helps establish a definition and framework for success toward results and outcomes. This plan helps create clarity around how you work together with others to ensure results. To do this, you must find ways to improve and strengthen your communication skills and build stronger teams throughout the organization. This plan becomes your ***"Rules of Engagement for Success."***

FOCUS AREAS | AREAS THAT WILL HELP DRIVE RESULTS

Commitments

1

What commitments are needed to impact the focus area(s)?

Who else needs to be involved?

How you will hold yourself accountable?

Actions

2

What action step(s) are needed to help drive commitments and make progress with focus areas?

Who else needs to be involved?

Put a time frame to action steps.

How will you track and measure progress?

Expected Results

3

What are the expected results?

How will you measure your results?

Be specific with outcomes.

Personal Achievement

4

How will achievement impact your beliefs?

How does this impact you directly?

What satisfaction will you receive if you achieve these things?

Action

Be clear and keep this action plan front and center daily. This will help you stay focused and allow for better decision making as you make progress. It also helps you eliminate things that don't help you move toward your results. Saying "no" will never be easier.

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START YOUR PERSONALIZED ACTION PLAN...

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YOUR 30/60/90 DAY PLAN

FOCUS AREAS

_____ _____ _____

Commitments	Actions	Expected Results	Personal Achievement
1	2	3	4

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ADDITIONAL SUPPORT

PUTTING IT ALL TOGETHER

Some of you might need to provide more details around your Personalized Action Plan. Use the following sheets to craft details around your plan to ensure you are focused on the right areas and moving in the right direction.

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PUTTING IT ALL TOGETHER

FOCUS AREAS

Organization Wins	Team Wins	Personal Wins
1	2	3

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KEY MEASUREMENTS & KEY ITEMS

What data will be your focus?

What is your starting line?

What is your finish line/end goal?

How will you track your results?

Who is involved in your plan?

What immediate action is needed?

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EXPECTED IMPACT | OUTCOME

How will this help drive results?

1

How will this grow you and/or your people?

2

How does this create a better workplace?

3

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