

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

وَقَدْ رَبُّ زِدْنِي عِلْمًا

صدق الله العظيم



نقدر...؟ طبعاً نقدر



***Plan  
your  
Life !!!***

**Self Planning**

***Omar El-Shenety***



## Daily Challenges

- Developing a **Vision**
- Putting **priorities**
- Achieving **potential**
- Setting **goals**
- Developing the **means**





# How to get over these Challenges? Management

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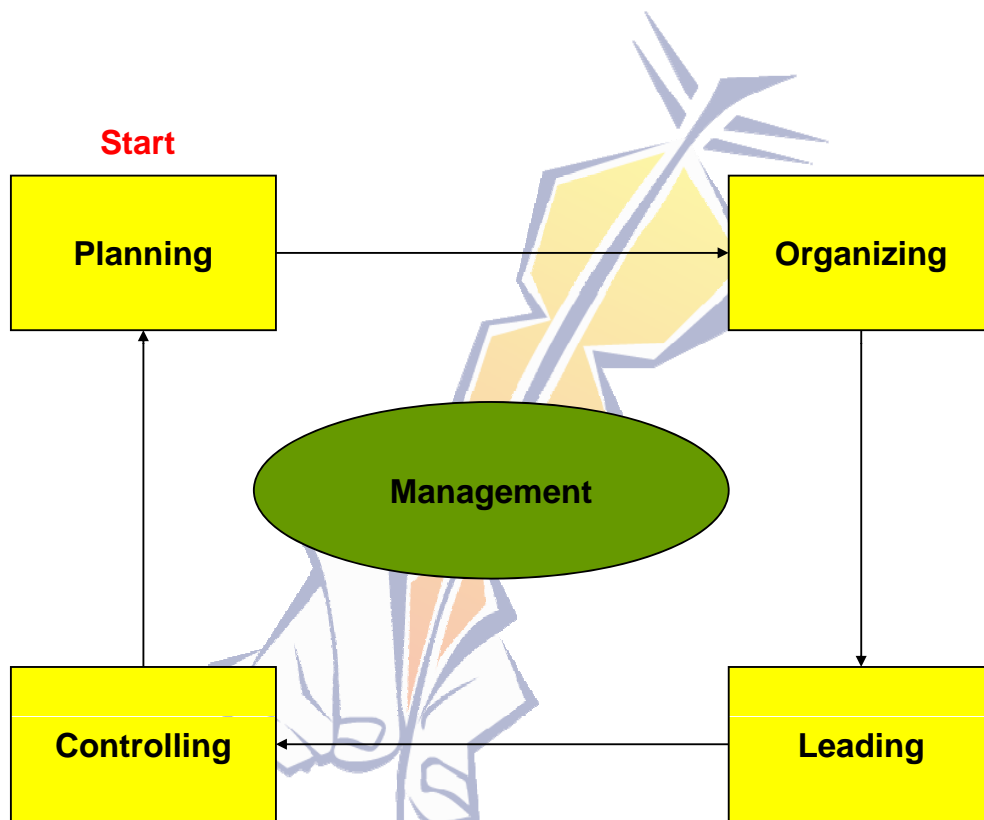
## Management

“Process of achieving organizational goals by engaging in the four major areas of **Planning, Organizing, Leading** and **Controlling**”

- Becoming an **advanced** Science
- **Process**: entails continuity
- **Achieving**: Need for an outcome

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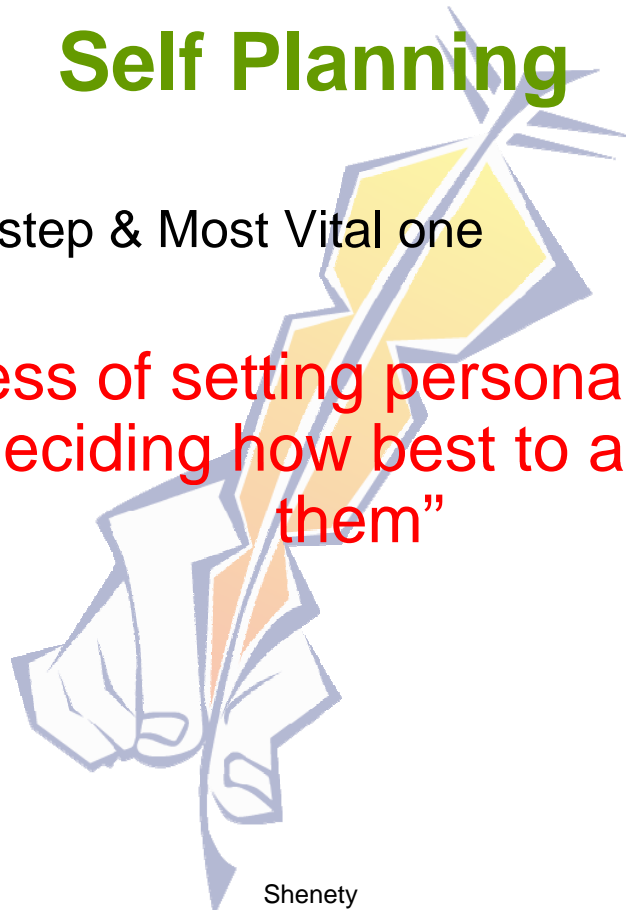
***Planning***



## Self Planning

- First step & Most Vital one

“Process of setting personal goals  
& deciding how best to achieve  
them”



# Importance of Planning

- Pushes you to be **Future Oriented**
- Makes you **Sharp & Focused**
- Omits **Haphazard** Actions
- **Saves** Time & Effort
- Helps in **Evaluation**
- Ready for **Crisis**

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# Without Planning

We are **wandering**  
Driven by **Circumstances**  
We go **no where**  
E.g, Choosing college  
Changing career  
***“Hardest Thing is to Start”***

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# Principles of planning

1. **Continuity**: Ongoing Process
2. Be **Future** Oriented
3. **Comprehensive**: " Everything should be taken into Consideration"
4. **Flexibility**: Liable to adjustment
5. **Achieving** goals
6. **Time Bound**
7. **Realistic**

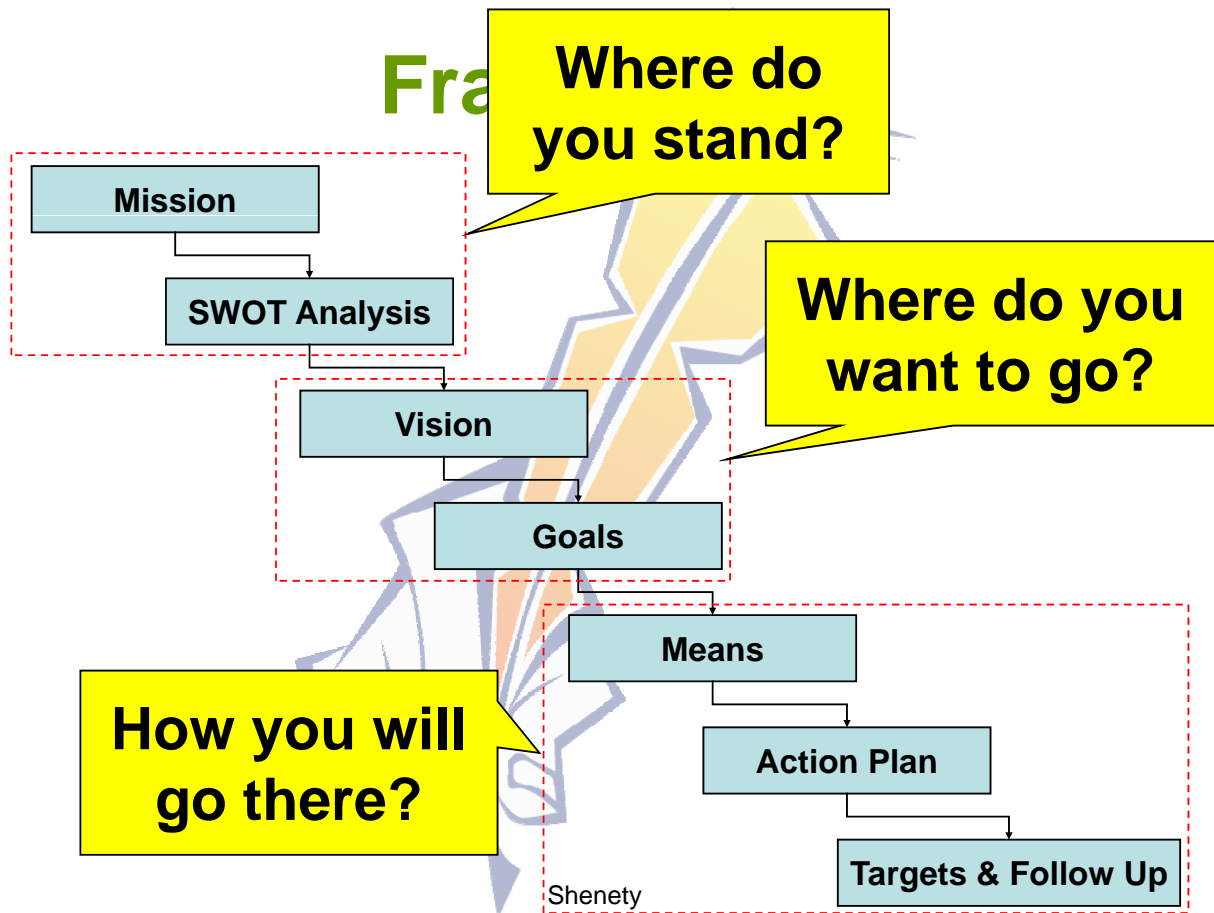
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## Framework



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**Mission**





# Mission



- Simply, Reason for Existence
- Why are we?
- What gathers us?
- Mission of Companies & People
- Al Zariat
- El Neyya

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# SWOT Analysis



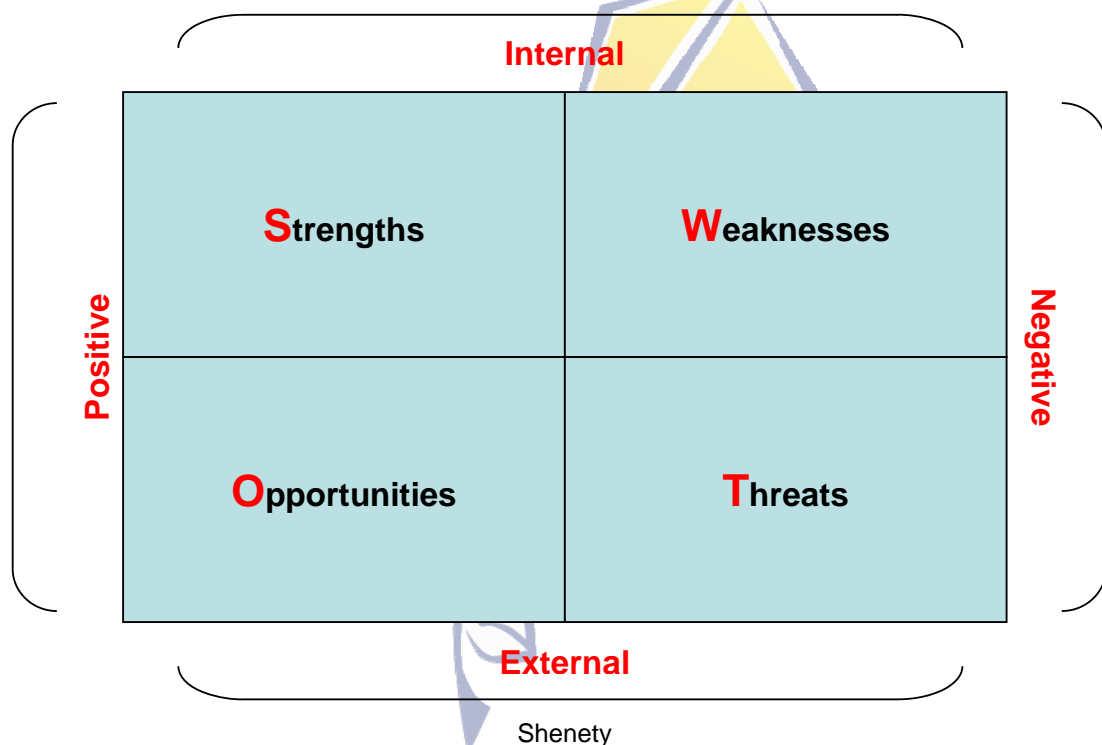
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# SWOT Analysis



# SWOT Analysis





# Vision

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## Vision

**Mission**

**SWOT Analysis**

**Vision**

**Goals**

**Means**

**Action Plan**

**Targets & Follow Up**

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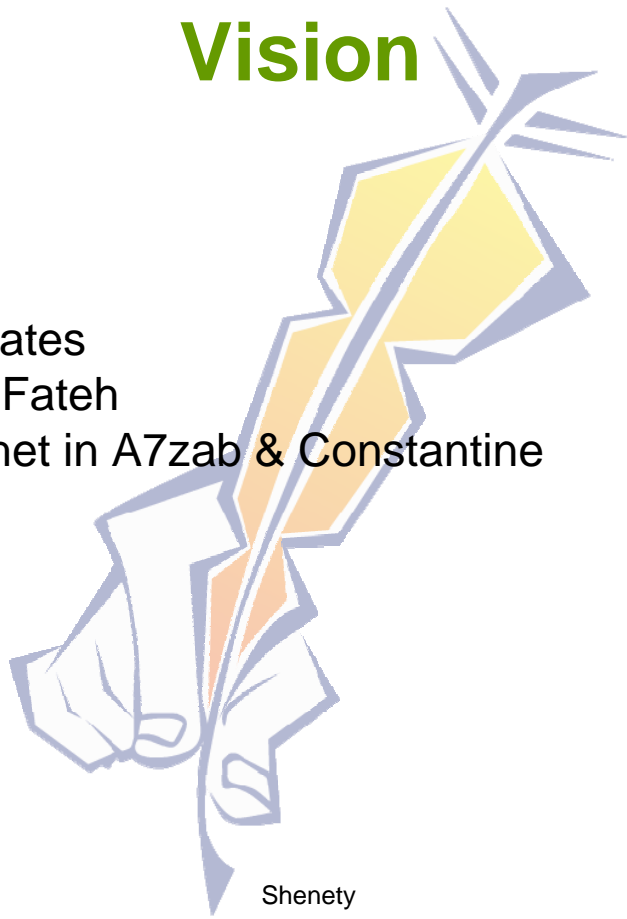


## Vision

- Futuristic View about yourself or your company
- **Tool for Motivation**
- Where Do you want to go?
- It is a Dream: **"Leaders are Dreamers"**
- We can never achieve more than our vision  
***Today's vision is tomorrow's reality***
- A vision should be clear to, and comprehensible by all subjects

# Vision

- Vision:
  - Sony
  - Bill Gates
  - Mh'd Fateh
  - Prophet in A7zab & Constantine



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# Goals



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# Goals



# Goals

- It is a future target that one wishes to achieve
- A plan is the means devised to try to reach this goal
- Types of Goals
  - Short Term
  - Medium Term
  - Long Term (Strategic)
  - Periodic Goals



# Criteria for Goals

- **Goal Content:**

**SMART**

- **S**pecific
- **M**easurable
- **A**ttainable
- **R**elevant
- **T**ime Bound

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# Goal Setting

Long	Medium
Short	Periodic

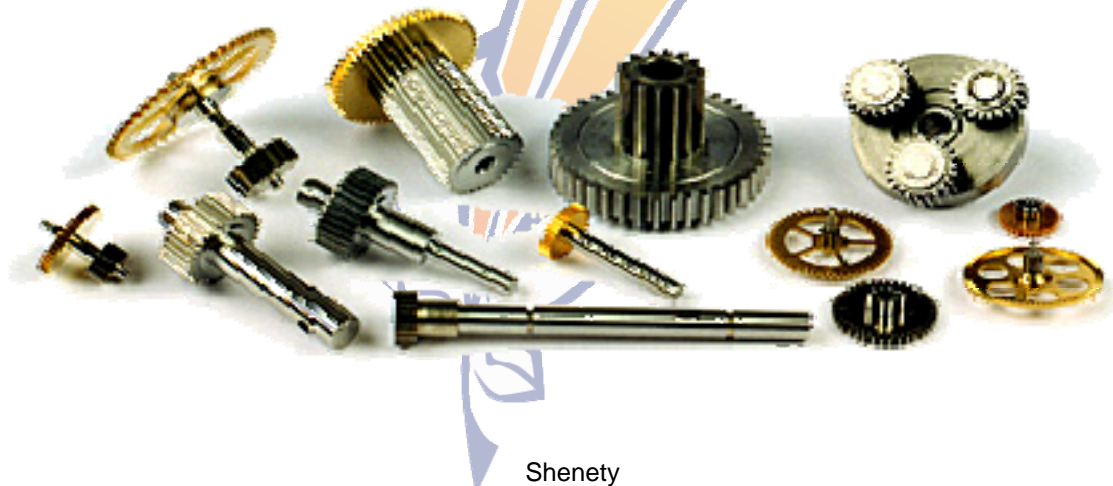
Means

# Means



# Means

- Things done in order to achieve goals
- Detailed & Focused
- Sequential



# Means

Goals	Means
Goal 1	
Goal 2	
Goal 3	

# Action Plan

# Action Plan



# Action Plan

- Aggregation of the means
- Timed & Scheduled



# Action Plan

#	Action	Resp.	Start	End	Target

# Targets

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## Targets & Follow Up



# Setting Targets

- To Facilitate Evaluation

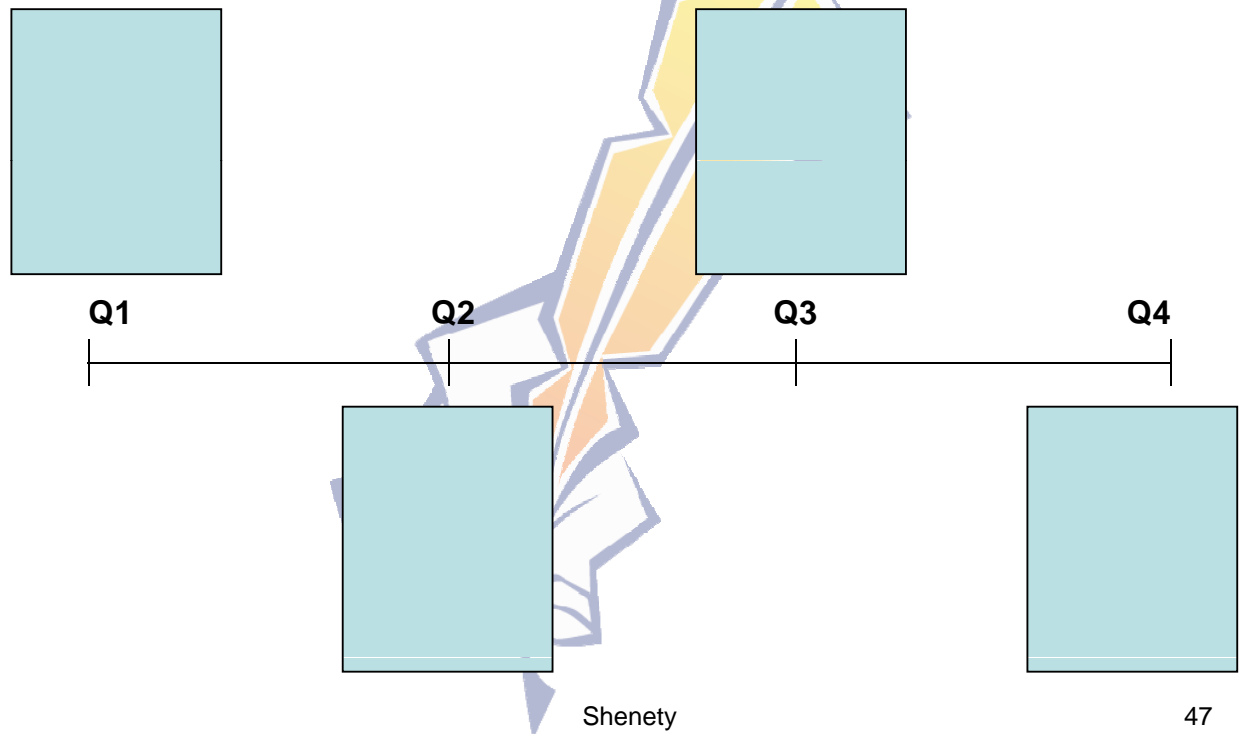


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# Setting Targets



# Overview the Plan





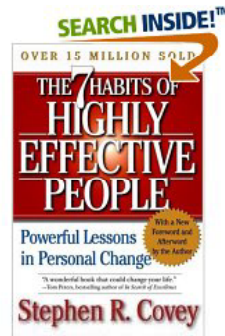
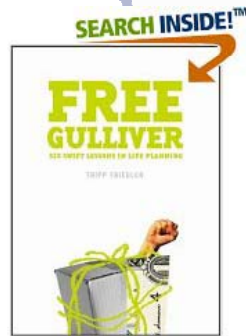
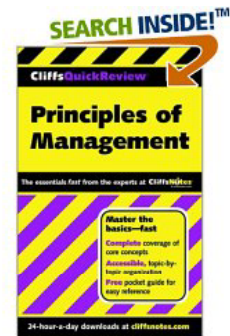
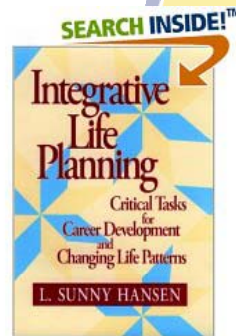




## Obstacles to Planning

- **Changing** environment
- Domination of **experienced** or older people on the process
- **Poor** planning skills for Youth as well as Lack of Experience
- Inability to Formulate a **Vision**
- Day-to-day **Pressure**
- **Resistance** to change

# References



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