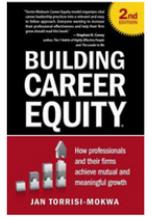


Achieving Results On Purpose

(Your Three-Year Letter)

The most important aspect of achieving great results, in any context, begins with clarity of what we want to achieve. This is especially relevant for ambitious professionals and can be achieved by clear goals, intentional communication, purposeful action, and persistence.

Write your vision (3-year letter) in the present tense - seeing, feeling, and believing that the aspirations are achieved. In other words, write the letter assuming you have achieved success.



It's December 31, _____, and I'm enjoying a quiet moment in front of a beautiful fire with my favorite adult beverage. I have achieved several of the aspirations I defined at the end of _____ (year). When I wrote this letter 3 years ago, I wondered if these goals were really possible. Today, I can see how my commitment, hard work, and courage to define my goals in specific ways contributed to my success.

The work I am doing is engaging and interesting. Specifically, I enjoy _____

The people who have most helped me achieve these career goals are _____

Continuous learning and growth were essential to advancing my career and making it more satisfying. Some of the learning opportunities I pursued were _____

The most beneficial and rewarding lesson was _____

Achieving Results On Purpose

(Your Three-Year Letter)

Giving back to others was an essential element of my plan. I believe in the principle - give first and generously. For example, I contributed to _____

My interactions with my colleagues reflect my values. Specifically, my behavior reflects _____

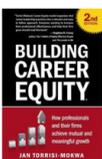
I am reaping great rewards for my hard work, dedication to my goals, and helping others succeed. My income is now _____ and enables me to _____

The recognition I received that matters most to me is _____

With gratitude and appreciation,

(Sign Your Name)

(Today's Date)



This exercise is based on the work of Jan Torrissi-Mokwa and her book, Building Career Equity. After you write your letter, make a promise to review it every few months and share it with a mentor, career advisor, and/or your team to increase your accountability to the vision you have for yourself.