

# LIFE PLANNING

HOW TO PREPARE FOR ACTIVE AGEING  
AND REALIZE YOUR LIFE DREAMS

A Handbook for the Over-50s

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# 1

## Remarks from the Publisher

### ✦ About the ASEM Global Ageing Center

The ASEM Global Ageing Center is a specialized international institution based in Seoul, Korea. It coordinates a wide variety of agendas regarding the human rights of older persons in ASEM partner countries, addressing issues that ASEM partners currently face in common. It aims to promote and protect the human rights of older persons through policy research, cooperation between stakeholders, awareness-raising and education, and information-sharing.

The Center has come to recognize frequent limitations in how the human rights of older persons are addressed. Arguably, human rights issues are discussed mainly in an international context, and on a macroscopic scale. The Center has come to believe, however, that protection of older persons' human rights advances in proportion to older persons' awareness of, and exercise of, those rights. Therefore, the Center has developed learning materials on the human rights of older persons which increase older people's awareness of their rights, and help them share this knowledge with others.

In December 2020, as its first educational publication, the Center developed The UN Principles for Older People Guidebook and The Principles for Older Persons Activity Card Set (cards composed of pictures and questions that would assist older persons to understand their human rights and stimulate their interest). For its second educational publication, the Center has developed this Handbook, which it hopes will introduce the theory and practice of Life Planning to older people, encouraging them to understand how it can help them lead a fulfilling life in older age. An Activity Card



Set that will assist the process of Life Planning will be published shortly.

## ❑ Education in Life Planning for the Over-50s Is Needed in ASEM Countries

It is important for society to protect the human rights of older persons; but even more importantly, older persons themselves need to take action to protect their rights. Ageism is recognized as an important factor in the violation of older persons' human rights. Ageism refers to the stereotypes (how we think), the prejudice (how we feel), and the discrimination (how we act) directed against older persons merely on the basis of their age. Ageism towards older persons involves, in most cases, negative thoughts, prejudices, and discriminatory actions. However, the perception that many older people do not make an effort to lead more active, healthy and happy lives may contribute to negative attitudes towards older persons. The Center believes that practicing Life Planning for the second half of life may make older people's lives more positive, and challenge negative attitudes. Hence the Center has developed these educational materials to encourage the over-50s to plan for the rest of their lives and have the possibility of a more fulfilling and satisfying future.

Educating the over-50s in Life Planning not only provides them a means to protect their own human rights, but it is also an individual and societal strategy for dealing with the problems associated with ageing that are among the outstanding phenomena of the 21st century. Life Planning is an individual measure in the sense that it may assist people over 50 to lead the second half of life in a more satisfactory way. Life Planning is also a societal measure in the sense that society may institutionalize Life Planning education through official and unofficial educational institutes, to enable

# 1

## Remarks from the Publisher

the members of society (the citizens themselves) to plan the second half of their lives as systematically as possible. Since population ageing is expected to result in high social costs, the institutionalization of education in Life Planning is potentially one way to reduce these social costs.

### About This Handbook

Life Planning is relevant for all ages, in as much as it can help guide social policy and provide related services. However, it is more particularly needed by those in middle age or the over-50s, rather than by adolescents and young adults.

This Handbook is intended for use by instructors who provide information and support on retirement planning, retirement preparation, re-employment preparation after retirement, life planning, and life-long education (adult education), to enable them successfully to teach Life Planning through better understanding of the concept.

Instructors may need to re-phrase the terminology used in this Handbook in accordance with the age and level of education of participants, so they may understand the concepts more easily. The Handbook aims to enable participants in Life Planning education schemes to understand the concept well, realize the importance of planning for a fulfilling older age, make their life plans, and then practice them.

Even though this Handbook does its best to explain Life Planning clearly and concisely, we recommend that between four and six hours of instruction are needed to deliver the contents adequately. In reality, time limitations might make it difficult to cover every aspect of the Handbook. In these circumstances, instructors may have to use

their discretion to shorten their presentations. We suggest instructors practice their lectures several times before the actual teaching session.

Since the hypothetical examples used in the Handbook reflect Korean socio-cultural practices and social policies, it is suggested that, where necessary, instructors replace these examples with others derived from the socio-cultural and social policy background of participants.

In particular, since life expectancy at birth varies from country to country, instructors in a particular country need to use the official statistics of the country on life expectancy (at 1960, 1980, and every 5-10 years after 2000). It is recommended to use statistics on life expectancy that measure every 5 to 10 years after age 50, if these are available. Besides, it would be desirable to add the statistics, policies and services of the particular country that are relevant to this Handbook.

A Card Set with illustrations and related questions that may help people understand Life Planning more easily will be developed following publication of this Handbook. Utilizing the Card Set alongside any programme of lectures will undoubtedly assist in group and individual education sessions and consultations on Life Planning.

# 2 The Second Half of Life Is Gaining New Meaning

## Life Extension (Ageing) is a Global Trend

All over the world, life expectancy at birth has been increasing rapidly since the latter part of the 20th century. In the case of Korea, as shown in Figure 2-1, life expectancy at birth in 2020 has increased by more than 30 years compared with that in 1950. Life expectancy is expected to continue to increase in the future, to reach 90 years for men and 93 years for women by 2070.

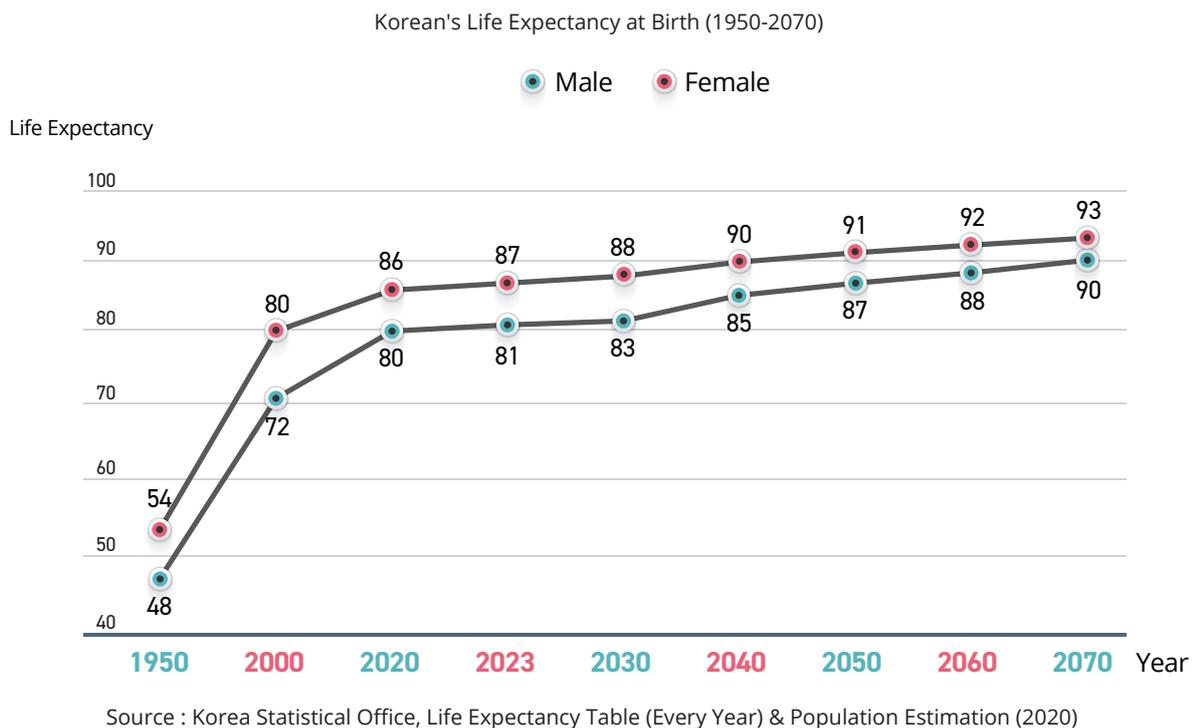
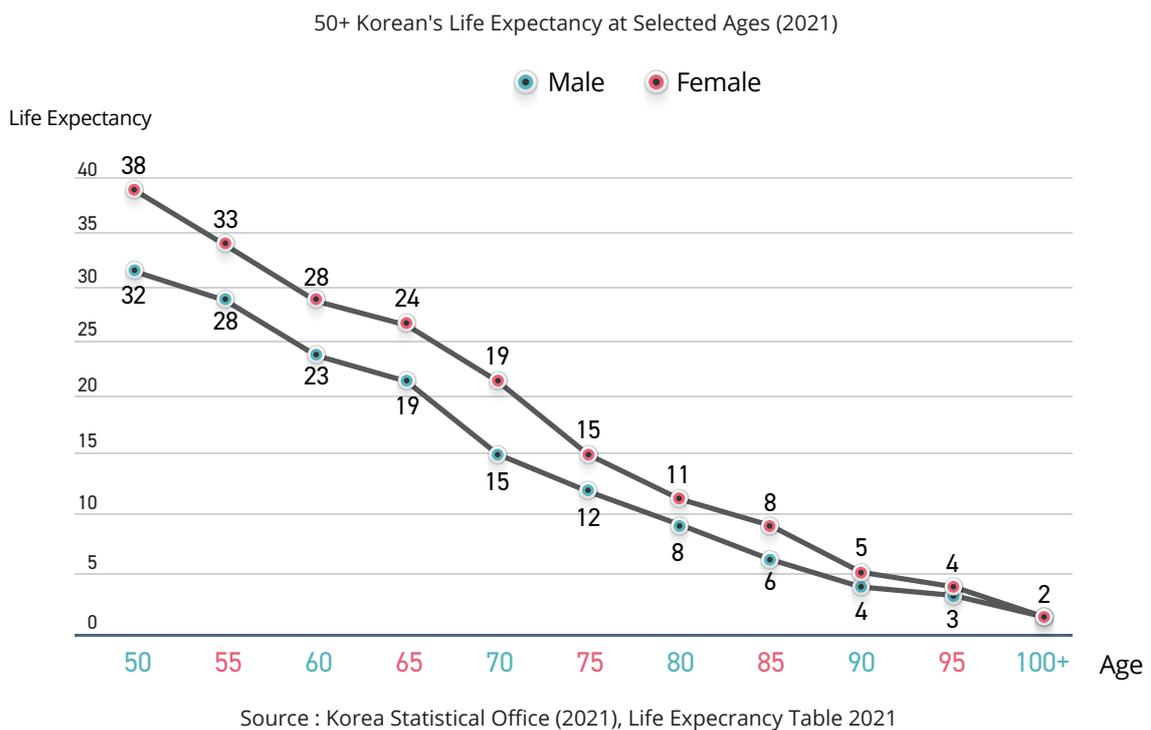


Figure 2-1 Korean Life Expectancy Trend

The figure on life expectancy at birth is an average for the whole population, however; for our purposes here it is more appropriate to know the life expectancy of an



individual who is over 50. You can roughly work this out by subtracting their present age from life expectancy at birth in the present year (life expectancy at birth in the present year minus the present age of the 50+ individual); a more accurate calculation of life expectancy at a particular age of 50+ is 2-3 years longer than the figure derived from the subtracting method. The life expectancy of over-50s Koreans at some selected ages is shown in Figure 2-2 below.



**Figure 2-2** Life Expectancy at Some Selected Ages over 50

## Life Extension Means the Second Half of Life Is Growing Longer

Since the statistic on life expectancy at birth is an average of the whole population,

## 2 The Second Half of Life Is Gaining New Meaning

differences in life expectancy between individuals could be considerable. That is, a certain individual might live much longer than average life expectancy, while another individual would live much less than average life expectancy. There might be a variety of reasons for the longer lifespan of a certain individual; however, it is reasonable to assume that personal efforts in health and other domains of life in the context of Life Planning could be important contributors to a longer life.

The increasing probability of a lifespan up to 100 years might be one of the great achievements in the development of human society, and a blessing. But this prolonging of life, that is, the increase in life expectancy from birth up to 100 years, means, in fact, the extension of the second half of life.

In the past era, when life expectancy of 60~70 years was the average, the average duration of old age was more or less ten years after retirement from occupational life or domestic work (the greatly decreased domestic workload of a full-time housewife due to her adult children's independence could be regarded as 'retirement'). In that old and familiar era, it might have been a general life style choice to pass one's retirement years at ease, enjoying rest and/or leisure. In this sense, old age was generally regarded as 'a time of rest and leisure', 'a time of self-management in daily living' or 'a time of finding new meaning in life'.

However, in the era of the 2020s, it is an observable trend that life after 50 is lasting for 30 or 40, even 50, years. The general health of over-50s today is much better than it was in previous generations. Hence, many people are trying to find new meaning in this much-extended life, and researchers and experienced older persons are suggesting new interpretations of old age.

## ❏ The Extended Second Half of Life: Can We Imagine Them Differently?

### 1. A Time of Personal Achievement

Peter Laslett (1989), a British scholar, suggests a re-interpretation of life after retirement in light of the extension of the second half of life. He divides the life course into four significant stages. The first stage is the period from birth to the end of formal education, during which formal education and socialization are most important. The second stage is the period from employment to retirement, during which maturity, independence, and familial and social responsibilities are most important. The third stage is the period after retirement when a person enjoys good health; during this period, personal achievement is most important, meaning the enjoyment of activities one desires to do that are matched with one's own personality and aptitudes. But making the third age a period of personal achievement usually requires preparation in advance. The fourth stage is the last part of the life course, a period of poor health which makes dependency inevitable.

The fourth stage is the one that nobody wants to experience, and not all people do. Those who have maintained better health may enter the fourth stage only for a very short period of time. Many people try to avoid the fourth stage by extending the third stage to the maximum. In Western societies, where people hope to end their lifetime in the third stage, old age is called as 'the third age'; older persons who do not want to be called elderly may be referred to as 'third agers'. It would of course be possible to extend the third age to the maximum by preparing in advance.

# 2 The Second Half of Life Is Gaining New Meaning

## 2. A Time of Second Growth

William Sadler (2000), an American scholar, also refers to the healthy period after age 40 as 'the third age', and, importantly, suggests that it is a time of 'second growth', whose purpose is 'to discover and develop our hidden potential for a vibrant, more purposeful life than we ever imagined'. Sadler compares the life course to an airplane trip. To get a job after formal education is like an airplane taking off, and reaching the peak in one's occupational life is like the airplane achieving optimal height. Retirement is like the airplane's arrival at its destination.

In industrial societies, most people are used to engaging continuously in their occupational life, reaching a peak between their 50s and 60s. After reaching the peak, they start to throttle down to slow their approach so as to land safely in retirement and roll calmly to the platform. Such a life course became conventional in industrial societies; people accustomed to seeing their parents, relatives, seniors of their schools and workplaces go through this cycle have tended to assume their lives would follow the same course.

But faced with the prospect of a greatly extended lifespan in this 21st century, the concept of second growth might help us realize we could have two or more experiences of peak-and-retirement during our lives. One time of peak-and-retirement could occur before the age of 40, and after that there could be one or more additional periods of peak-and-retirement. That is, if we have prepared for life after 40, having the idea of second growth in mind, we could reach more peaks and more retirement. Retirement does not always mean to stop work or social activities and then spend

time only resting (in a sense, in seclusion). In a world of greater longevity, retirement may have many other possibilities. Retirement and employment can be repeated throughout a person's lifetime. Through our efforts to exploit the possibilities of second growth, we could make the third age meaningful, worthy of the era of longevity.

### **3. A Time to Enjoy Happiness**

Human beings keep developing, from the cradle to the grave. This development includes growth, maturation, maintenance, and adaptation – the developmental stages. Growth means a quantitative increase in and evolution of new qualities. Maturation means a qualitative improvement in complex capacities and functions. Maintenance applies to capacities and functions that have been cultivated during life. Adaptation means coping well with the inner and external changes that happen continuously through a lifetime.

With ageing, growth may be slowed or stopped; however, maturation, maintenance and adaptation can be continued if we make an effort. Particularly, intelligence crystallized through experience and learning could be improved or maintained with ageing, making judgment in older age better than in youth, and producing effective problem-solving ability and wisdom. There's a sense in which feeling happy may actually depend on problem-solving rather than on having no problems in life.

With their lifespan increasing, many people experience the happiest time of their life in old age. It is possible to make the second half of life the happiest time, with some personal effort. Prof. Hyung-Suk Kim, a well-known Korean philosopher who is also a

## 2 The Second Half of Life Is Gaining New Meaning

centenarian (aged 102 in 2022), argues that between 60 and 75 is the happiest, most continuously developing time in one's life, and that that development could carry on, up to the age of 90, with some personal effort.

### 4. No Expiry Date on Life Dreams

Most people have dreams and aspirations for their own life, and want their dreams to be realized in the future. These dreams may be precise, or vague. They usually include ideas about what to be, how to live, what to live for, and probably also include even vague images of the life one wants to live. But in fact, there are probably more people who have not realized their life dreams than those who have.

Fortunately, dreams do not come with expiry dates, like food and drugs. The only expiry date on life dreams is the moment one enters the grave; until that moment, it is always possible to realize one's dreams and aspirations. Those who have already realized some dreams may have others; those who have reached middle age may try to realize their dreams in old age, and succeed, up to the moment they enter the grave. If dreams and aspirations remain only in the mind, or there is no possibility they will be realized, these dreams are nothing but imagination, fantasy, and illusion. If we want to have our dreams come true, we need to make the effort of planning how to live the life to come most satisfactorily, and exercise our willpower to achieve what we want.

## ■ New Meanings for the Second Half of Life can be Enjoyed through Planning

Though the lengthening of the second half of life is a global trend, the lives of all ageing persons will not be extended automatically without their personal efforts. That is, those who do not exert personal efforts may have lives shorter than the average.

It is necessary to plan how to spend the second half of life, and put these plans into action, in order to make a longer life a time of new meanings. All the scholars involved in investigating the implications of a longer lifespan strongly argue that planning the rest of life and putting the plan into action may lead to new enjoyment in the second half of life.

In spite of lifespans increasing, retirement education and services have so far only been offered to a small number of those in official and private sectors of employment. Even since the latter part of the 20th century, such education and services have not yet been generalized to a wider public.

Retirement education and services in preparation for the second half of life, including old age, differ widely in terms of definitions, general principles, processes and methods of planning, and so on. Thus, it is very hard to find any common factors or elements in the present discourse on Life Planning. Unfortunately, there has been very little academic research on the theoretical bases or methods of planning for a future life. Therefore, it is difficult to recommend any particular model of Life Planning

## 2 The Second Half of Life Is Gaining New Meaning

education and services that could be followed.

This Handbook adopts the definition, theoretical bases, and process of Life Planning developed by the Korea Association for Life Planning through its research studies and its experience of providing education and services on Life Planning to those who are about to retire.

## Summary

### 1. Life Extension is a Global Trend

- Increasing life expectancy at birth has been a global trend since the latter part of the 20th century.
- In the case of south Korea, life expectancy at birth for both sexes for the past 70 years has increased by more than 30 years. In 2020, life expectancy for men was 80 years and that for women was 86 years; in 2070, the figures for men and women are expected to be respectively 90 and 93.
- In 2021, life expectancy for men and women at age 50 was 32 and 38 years; at age 60, 23 and 28; at age 80, 8 and 11.

### 2. Life Extension Means the Extension of the Second Half of Life

- With the second half of life increasing by 30 to 40 years, and with improving health, the second half of life is becoming an era of new possibilities.
- Since life expectancy is an average value, personal efforts (for instance, Life Planning and practice) could increase the possibility of a second half of life of 30 or 40 years.

### 3. New Meanings of the Second Half of Life

- Many people now understand that the second half of life can be:  
(1) a time for personal fulfilment; (2) a time for second growth; (3) the happiest time of life, (4) a time to realize life dreams, which have no expiry date.
- Making the second half of life an era of new meaning could be possible through planning before entering the second half of life.

# 3 What is Life Planning?

## ✦ Most People Have Dreams and Aspirations for Their Lives

Most people have their own dreams for life. These dreams may be precise, or they may be vague. Life dreams incorporate ideas on what to be, how to live, one's purpose in life, and so on, or they reflect an image of life that one has in his or her mind, even if it is unclear. Dreams for life, in other words, refer to positions or conditions that one wants to achieve in the future. In reality, though, there are many more people who have not achieved their life dreams than those who have.

Life dreams, unlike food and drugs, do not have an expiry date. Their expiry date is the moment one enters the grave. We can realize our dreams up to the moment we enter the grave. Those who have realized some dreams may have others they could realize, and those who have not realized any dreams by midlife may continue to try to realize them until the moment they enter the grave. If no action is taken, or there is no real possibility these dreams can be realized, they remain nothing but imagination, fantasy, and illusion. If we want to have our dreams come true, we need to make the effort to plan the life to come, and use strong willpower to achieve what we want.

People do usually want to realize their dreams, and think they ought to realize them. In the sense that they feel they have to realize them, these dreams may constitute their life's mission. And since these dreams represent the future image of his or her own self, they may be called their life's vision. So the notions of life dreams, mission, and vision may be used interchangeably. As the ideas of mission or vision may have some connotations that are heavy, serious or burdensome, we would prefer to use the concept of life dreams instead of mission or vision. The idea of life dreams has



some connotations that are hopeful, light and friendly.

If we ask the over-50s about their life dreams, they may answer ‘to contribute to society using my experience’, ‘to help needy people’, ‘to be a harmonica player as my hobby’, ‘to be mobile until the end of my life through good management of my health’, ‘to take good care of others in interpersonal relationships’, and so on. These are some of the life dreams people have told us about.

Life dreams will differ depending on people’s life contexts. People may tend to recount dreams focused on a particular career or occupation, or they may have dreams for other domains of life. There are roughly eight domains of life, as shown in Figure 3-1. These are (1) career/occupation, (2) learning/self-development, (3) health, (4) familial and social relations, (5) housing, (6) social participation/volunteering, (7) leisure/spiritual life, (8) finances.



**Figure 3-1** Eight Principal Domains of Life

# 3 What is Life Planning?

## Life Planning Enables People to Move Towards Realizing Their Dreams

Life Planning is a long-term and systematic plan set up throughout the stages of the life cycle to realize life dreams. The plan is set up according to a three-step process. Here is a figure (Figure 3-2) to explain the meaning of Life Planning; more detailed explanations will follow.

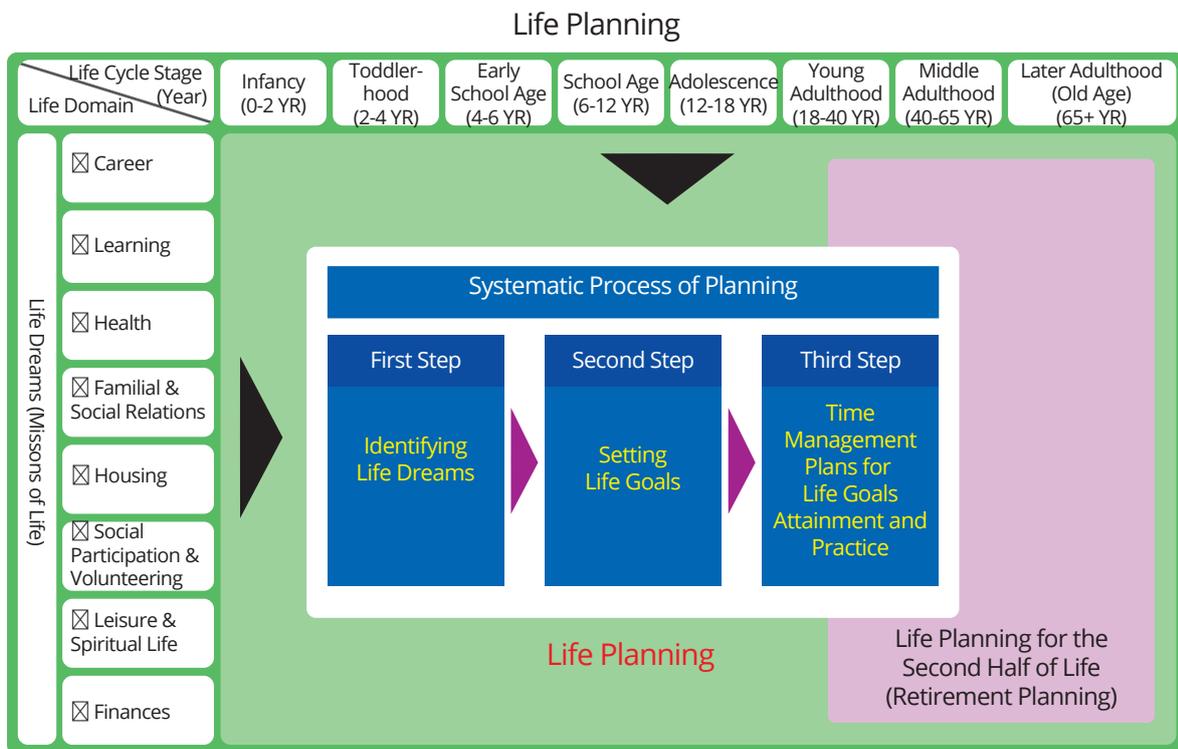


Figure 3-2 Meaning of Life Planning

## **1. Life Planning is a plan to realize life dreams**

As shown in Figure 3-2, Life Planning is a plan to realize dreams in eight domains of life. You can have dreams for all domains, but you may not be able to realize them all. You may choose some domains, and limit your dreams to those particular domains. If you have even one dream in one particular domain, you can set up your Life Planning for that dream. Later, if you identify more dreams in different domains, you could set up additional plans for those dreams.

## **2. Life Planning needs to occur at each stage of the life cycle**

As shown in Figure 3-2, there are eight stages in the life cycle. Life Planning is a long-term plan that takes a person from the current stage through all the remaining stages. Life dreams can be realized through all the remaining stages of life.

The life cycle refers to the whole lifetime of a person, from the cradle to the grave. A life stage refers to a particular period of time in a person's life; if we accept that there are eight broad stages, these are infancy, toddlerhood, school age, adolescence, young adulthood, middle adulthood, and old age.

In spite of the new phenomenon that middle age and old age are lengthening as society ages, life cycle is still generally regarded as having eight stages. In consideration of our greatly extending lifespans, middle age could be regarded as the period from age 40 to 75, and old age as the period after age 75. Or old age could be divided into

# 3 What is Life Planning?

two parts: early old age, from 65 to 80, and later old age, after 80. However, this Handbook uses the conventional concept of eight life stages.

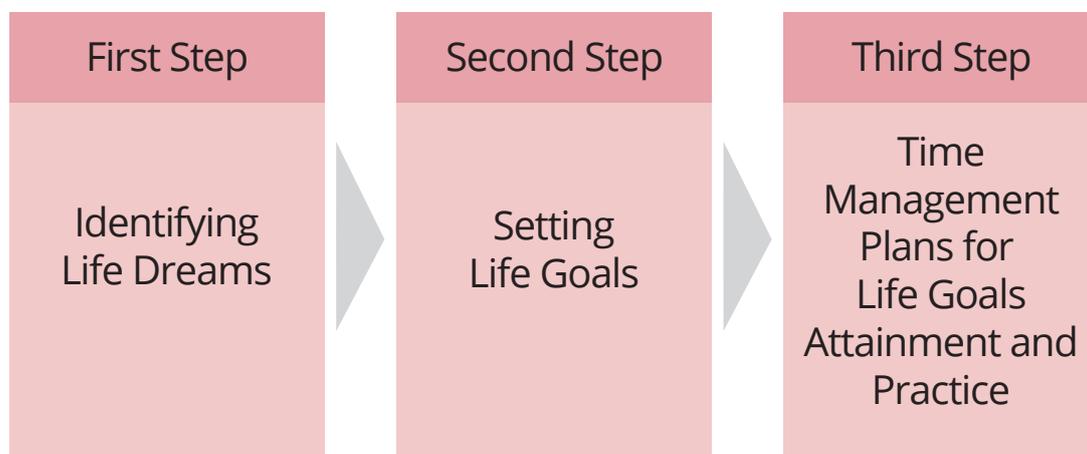
Nonetheless, in view of the need to reconsider statutory retirement policies and cultural traditions in the light of ever-increasing lifespans, it could be argued that it makes sense to add a stage between middle and old age making the life cycle composed of nine stages. In the case of Korea, life after 60 has been traditionally regarded as old age, and current law mandates retirement at 60. But it would be reasonable to add a new stage (age 60-79) that may be called 'mature age', between middle and old age.

Life Planning is a long-term plan for the whole lifespan, from infancy to old age. Because children would have difficulty making life plans by themselves, parents or guardians can do this. Adolescents can make their own life plans, with the help of parents and guardians. Those who are in young adulthood and beyond can make their own life plans. Regarding the best time to make life plans – the sooner, the better! For this reason, in many countries education on Life Planning is provided at middle and high schools, even in elementary schools.

As a matter of fact, however, the concept of Life Planning was not developed until the 1970s, and has not been generally recognized, even though education in retirement planning started in the mid-1950s in the U. S. and some European countries. For those in middle age and over, retirement planning is a much more recognizable concept than that of Life Planning. Life Planning education and services continue to expand, but it will take a considerable amount of time before they become generalized to all ages.

### 3. Life Planning involves a three-step process

Generally speaking, planning proceeds through logical processes. It is desirable that Life Planning is done through a three-step process, as shown in Figure 3-3.



**Figure 3-3** The Three Steps of Life Planning

The first step is for a person to identify their life dreams. The second step is to set goals to realize these dreams. The third step is to set up a time management plan in order to attain life goals and practice it. The plan in itself does not explicitly make provision for practice of the plan; however, as the time management component means making certain whether actions for goal attainment have been taken or not, the third step does in fact incorporate practice of the plan.

Why Life Planning requires a logical process may be understood from the process of development of social organizations. In a society, there are individuals, and social organizations or groups made up of individuals (for example, villages, families, for-

# 3 What is Life Planning?

profit or not-for-profit organizations). Besides families and villages, which develop naturally, most groups and social organizations have been set up to achieve a certain purpose.

Many social organizations (official or private) set out their development plans in a logical chain: 'Vision-Mission-Goals-Sub-Goals.' These development plans may be described in printed brochures, or on the website of the organization. Social organizations are created to achieve one or more purposes (dreams, mission, vision), and an organization sets long-mid-short-term goals and a time management plan to achieve these goals.

This logical chain (Vision-Mission-Goal-[Time Management Plan]) is well recognized in the process of making development plans for social organizations. In a sense, Life Planning is an individual's development plan, and it therefore needs to adopt the same logical process.

Just as is the case of social organizations, we can think that individuals are born for one or more purposes. When individuals identify their life dreams, they may also be discovering their life's purpose. Just as social organizations make development plans in order to achieve their purposes in the society, it is meaningful, desirable, and reasonable, for individuals to make their own personal development plans, in order to achieve their purposes of life(life dreams).

#### 4. Life Planning is comprehensive: it includes all domains of life and every stage of the life cycle

So far, education and services exist for jobs and career planning, job transition planning, planning for retirement, and financial planning. But education and services for Life Planning scarcely exist. Job and career planning, financial planning, etc., occur usually in relation to domains of life; retirement and old age planning are generally driven by a person's life stage. In Korea, Life Planning is taught in elementary, middle and high schools. As shown in the Figure 3-4, Life Planning is a comprehensive planning that includes all existing plannings by domain of life and stage of life.

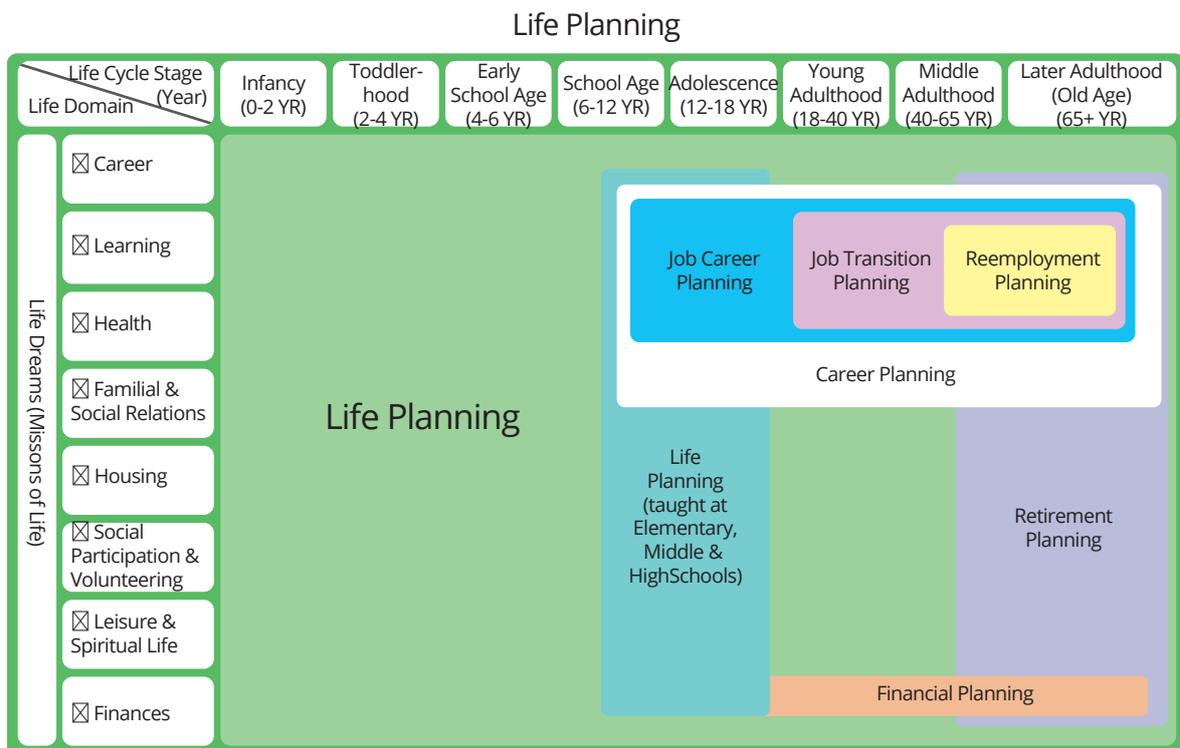


Figure 3-4 Life Planning and Other Related Forms of Planning

# 3 What is Life Planning?

## ✦ Life Planning is a GPS that Guides the Way to a More Fulfilling Life

The concept of Life Planning could be compared to the GPS (Global Positioning System) that guides an automobile driver to their destination.

The GPS starts working when you input the destination, and does not ask you why you are going there. The process of Life Planning, however, asks you the reason for going to the destination (your life dreams) and the nature of the destination (life goals). Except asking reason for going the functions of GPS are very similar to those of Life Planning. Let's compare Life Planning to GPS(Figure 3-5) in more detail.

Firstly, just as GPS starts working when you input the destination, Life Planning may start once you've set your life goals.

Secondly, as the GPS gets you to your destination faster, with less wandering about, Life Planning will help you achieve your goals faster and less aimlessly.

Thirdly, just as the GPS in a car gives you constant feedback on your progress, Life Planning outline will tell you where you are in relation to your progress towards your



<Figure 3-5> GPS

life goals.

Fourthly, as the GPS helps you get back on track when you've lost your way, Life Planning gives you a reference point, so you can find your way back to achieving your life goals.

Fifthly, as the GPS helps you avoid blocks and obstacles in the road, Life Planning provides the flexibility to overcome obstacles and keep moving forward.

Sixthly, just as the GPS is not always accurate, Life Planning will not in itself always get you to the right place. You must adjust as you encounter reality. Life Planning gives you a framework for doing that.

Seventhly, in the same way as a good-quality GPS requires more money, you need to invest time in making satisfying life plans (in the sense that time is money).

## Summary

### **1. Most People Have Their Own Dreams for Life**

- These dreams may be clear, or undefined. They are different in different domains of life: career, learning, health, familial and social relations, housing, social participation/volunteering, leisure/spiritual life, and finances.

### **2. Definition of Life Planning**

- Life Planning is a long-term and systematic plan for the various stages of the life cycle to realize life dreams; planning follows a three-step process.
- The main points of Life Planning are as follows:
  - 1) Life Planning is a plan to realize life dreams (life mission or life vision)
  - 2) Life Planning needs to occur through the eight stages of the life cycle (i.e. for the whole of a person's lifetime)
  - 3) Life Planning happens ideally through the systematic three-step process of (1) identifying life dreams -> (2) setting life goals -> (3) time management to attain life goals and practice
  - 4) Life Planning is comprehensive, including all particular life stages (retirement/old age planning, etc.) and particular domains of life (career planning, financial planning, etc.)

### **3. Life Planning is a GPS to Guide a Person's Way in Life**

- Life Planning can be compared to the GPS (Global Positioning System) in automobiles to guide the route to a destination, in the sense that Life Planning guides you to achieve life goals. The functions of GPS are very similar to those of the Life Planning process.

# 4 The Need for Life Planning

Why is Life Planning needed? The reasons may be grouped from two points of view: that of individuals, and that of family and society.

## ✦ Eight Reasons why Life Planning is Needed from an Individual Point of View

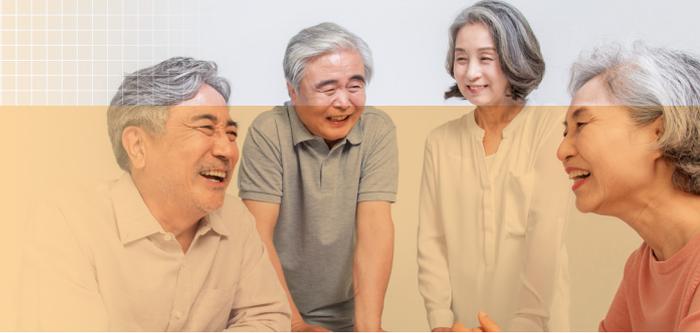
### 1. To Realize Life Dreams Effectively

Life Planning is necessary if a person is to achieve their life dreams, and the planning needs to be systematic and long-term.

### 2. To Write One's Life Script by Oneself

A person's life may be compared to a drama on the stage. World-renowned playwright Shakespeare gave these words to a character in *As You Like It*: 'All the world's a stage. And all the men and women merely players. They have their exits and their entrances. And one man in his time plays many parts. His acts being seven ages.' Each of us plays roles in these various stages of life.

But in many instances, the scripts for our life dramas have been written by other people, or they imitate the lives of others. Once we have matured, and developed consciousness of ourselves, we need to revise the script of our life drama, or totally rewrite it. It is most desirable that each person writes their own life drama for themselves, and it is also desirable that we become the main character in our script, playing roles that are matched to our own aptitudes (talents) and personalities. Writing our own life drama script in which we play the role we would like to, well



matched to our aptitudes and personality, is what we mean by Life Planning.

### **3. To Enjoy Health and Happiness not only at Old Age, but at All Stages of Our Lives**

We cannot sacrifice our entire lives by planning only for old age, nor do we live our lives only in expectation of old age. A healthy and happy life is desirable from childhood or young adulthood to old age. In order to enjoy a healthy and happy life for as long as possible, we need to plan our lives and put the plan into action whatever stage of life we are at.

### **4. To Make Choices and Behavior at each Stage of Life Have a Positive Influence on Successive Stages, up to Old Age**

Many research studies have revealed that choices we have made and behaviors we have conducted in the early stages of life will influence successive life stages. Life at old age may be, in large part, the result of life that has been lived before old age. In order for choices and behaviors at each life stage to have a positive influence on successive stages, it is necessary to conduct Life Planning, and put it into action as early as possible.

### **5. To Develop throughout One's Lifetime, from the Cradle to the Grave**

Development means growth, maturation, maintenance and adaptation. We can continue to develop from the moment of birth to the moment of death if we make an effort. In order to practice lifelong development, we need to plan our lives and put

# 4 The Need for Life Planning

the plan into action. It is important to realize that we can continue to develop, even in old age.

## **6. To Enjoy Healthy and Happy Longevity up to the Age of 100 Years**

Though the probability of surviving up to the age of 100 is increasing all the time, this blessing will not come to all people. But the blessing of living healthily and happily for 100 years could come to those who make life plans that include attention to health, and put them into practice.

## **7. To Manage Our Allotted Lifespans Well**

In order to manage our lifetimes in an effective and efficient way, it is necessary to practice Life Planning, so that we have a chance to realize our life dreams.

## **8. To Execute the Developmental Tasks Life Gives Us at Every Stage of the Life Cycle**

In order to realize life dreams, it is essential to set life goals. Life dreams, and life goals to realize the dreams, are, in most instances, related to the developmental tasks that it is desirable to execute at every stage of the life cycle, for instance, learning, getting a job, getting married, bearing children and caring for them, health management, and so on. Life Planning helps execute the tasks successfully, at every stage.

## ❑ Two Reasons Why Life Planning is Needed from a Familial and Societal Point of View

### 1. Not to be a Burden to the Family and the Society

An unprepared life in old age can cause not only economic burdens to the family and the society, but also problems of being cared for and psychological conflicts, resulting in further burdens on the family and the society. Life Planning for every stage of the life cycle, and putting the plan into action as early as possible, is the most effective way not to be a burden.

### 2. To Improve Negative Perceptions of Older People

If people plan their own lives to realize their life dreams in various areas, with the intention of leading healthy and happy lives up to old age, the younger generations, who will become older persons themselves someday, will view more positively the prospect of an ageing society in which the number of older persons will increase. An ageing society has already become our reality, and it will happen in a more intensified form in the future. If older persons do not show that they can live healthy and happy lives, continuing their participation in society and contributing to it, younger generations may have negative perceptions of ageing and be afraid of the ageing society that is approaching. These negative perceptions could intensify ageism, and contribute to violating the human rights of older persons. In order to prevent this and make the prospect of an ageing society more appealing, it is essential that citizens of all ages plan their lives and put the plans into action as early as possible.

# 4 The Need for Life Planning

## Summary

### **1. Eight Reasons for Life Planning from an Individual Point of View**

- 1) To realize life dreams effectively
- 2) To write one's own life script
- 3) To enjoy a healthy and happy life not only at old age, but at all stages of life
- 4) To make choices and act at each life stage in ways that will have a positive influence on successive life stages, up to old age
- 5) To develop throughout a lifetime, from the cradle to the grave
- 6) To enjoy healthy and happy longevity up to the age of 100 years
- 7) To manage one's allotted lifespan well
- 8) To execute developmental tasks at every stage of the life cycle

### **2. Two Reasons for Life Planning from a Familial/Societal Point of View**

- 1) Not to be burden on the family and society
- 2) To improve negative perceptions of an ageing society



# 5 The First Step in Life Planning: Identifying Life Dreams

## ✚ What are Life Dreams?

### 1. Life Dreams Indicate Values and Direction of Activities

Life Planning is a long-term and systematic plan set up throughout the stages of the life cycle to realize dreams (mission or vision) in various domains of life. As mentioned previously, Life Planning can be compared to the developmental planning of a social organization. The mission or vision of social organizations is generally composed of two parts, one indicating their values, the other indicating the direction of their future activities. In the case of individuals, asking them 'What is your life dream?' usually elicits an answer in two parts, one relating to their values, and the other to the future direction of their activities. Values refer to what is most important to a person: a creed, principles, their criteria of success, and so on. Since values undoubtedly vary from person to person, they are innumerable.

When we are going to perform a piece of work or an action, if its purpose, or the reason for doing it, is clear, we would consider the work or action valuable and meaningful, and have the motivation, will and passion to see it through. The 'purpose' and the 'goal' have different meanings. While the purpose refers to the reason for a piece of work or an action, the goal refers to the concrete outcome or state to be achieved. When the purpose is missing or unclear, it is difficult to set clear goals; goals may change frequently, and the direction of our lives may go astray sometimes, because we do not know where to go; we can easily become short-sighted, and cling to short-term goals.



Direction of activities refers to a broad sense of activities, actions or conditions to realize life values. To clearly identify one's life dreams, mission or vision, could be a fundamental answer to the questions of how to live, why to live, or why to do that particular piece of work or action. Most of the answers to these questions cannot be obtained in a short period of time. However, by investing much time and thinking deeply, everybody may obtain answers to the questions.

Accordingly, in doing our own Life Planning, identifying our life dreams is the first and most important task. This may require much time. It is not something that can be done simply and easily in an hour or two, or in a day or two. Stephen Covey, author of the book *The 7 habits of highly effective people*, says it may take several weeks to months to identify life dreams, and after that, it may be necessary to continue to review and revise them. Even life dreams identified through long and deep consideration may need to be reviewed and revised, and in unavoidable cases, it may be necessary to change the dreams. But the saying 'Beginning is half' is appropriate for the first step in Life Planning: identifying one's life dreams. Once this is done, the second step of life planning, setting life goals, may become much easier.

## **2. Life Dreams May Indicate Either Values or Direction of Activities**

Some life dreams may be composed only of values: 'to be the best I can at what I do (occupational activities)', 'to be respected by my children', 'to have a caring attitude towards others', 'to care for and comfort people who are lonely or living with difficulties'. Some life dreams may be composed only of direction of activities: 'to be an instructor specialized in the human rights of older persons', 'to be an inventor in

# 5 The First Step in Life Planning: Identifying Life Dreams

matters of daily life', 'to be a specialist in life planning for old age', 'to be a senior fashion model', 'to maintain health in old age'. Life dreams may reflect either values or direction of activities; however, it is probably desirable to have life dreams that reflect values, in the sense that they have more meaning in the pursuit of reasons for life.

### 3. Life Dreams Identified in Relation to Domains of Life

In Chapter 3, we mentioned that life dreams will vary depending on the principal domains of life, which can be grouped as shown in Figure 5-1: (1) career/occupation, (2) learning/self-development, (3) health, (4) familial/social relations, (5) housing, (6) social participation/volunteering, (7) leisure/spiritual life, (8) finances.

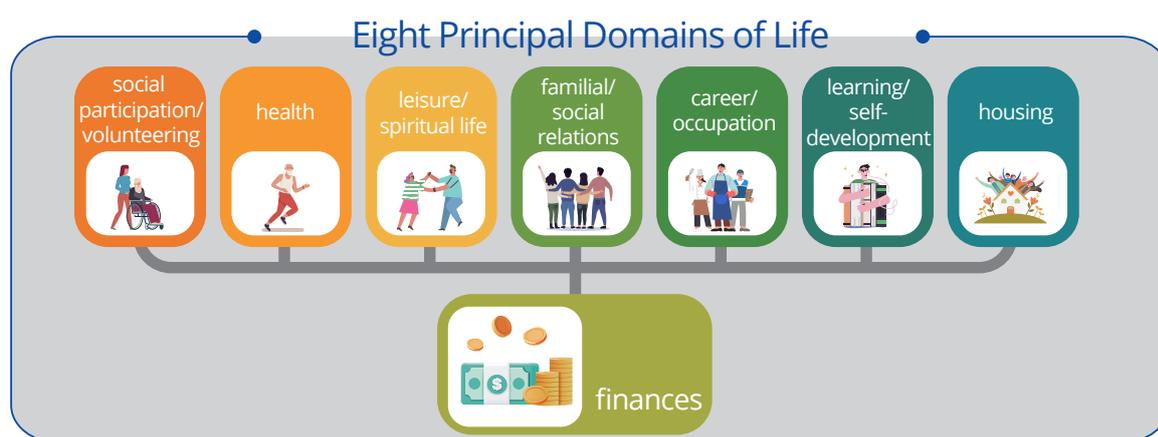


Figure 5-1 Eight Principal Domains of Life

In the figure, the domain of finances supports the seven other domains; it provides the funds to enable realizing life dreams in 7 other life domains and support basic

daily living. It is therefore desirable to draw up a financial plan once planning for all the other domains has been achieved.

Life dreams are usually focused on the domain of career/occupation; however, having dreams in other domains of life is desirable. As identifying life dreams may require much time, it does not matter that you may not identify dreams in all domains at the same time. You can prioritize each domain one by one, as you choose. Table 5-1 gives examples of life dreams identified by domain of life.

**Table 5-1** Examples of Life Dreams in Relation to Domains of Life

Domain of life	Life dreams
1. Career/Occupation	To contribute to improving the purchasing activities of local small business owners using my career experience
2. Learning/Self-development	To try to learn new things in order to become a useful person in society
3. Health	To pay attention to my health in order to maintain a healthy state without help from others
4. Familial/Social Relations	To be considerate of my family and acquaintances and be respected by them
5. Housing	To create and maintain a pleasant and comfortable residential environment for my old age, and for the safety of my family
6. Social participation/ Volunteering	To share even small things with neighbors in need and participate in volunteer activities in my community
7. Leisure/Spiritual Life	To develop leisure activities for relaxation, and so I can enjoy old age, and continue religious activities to find meaning in life and joy
8. Finances	To secure sufficient funds for old age to maintain a stable and financially comfortable standard of living

#### 4. Examples of Life Dreams

As it is desirable to express life dreams clearly, here are some examples from other persons over 50 that might help you. After the five examples in the box, we discuss

# 5 The First Step in Life Planning: Identifying Life Dreams

each example in relation to the two components of life dreams, values and direction of activities.

- To contribute to improving the purchasing activities of local small business owners using my career experience
- To learn new things in order to become a more useful person in society
- To maintain a healthy state in order not to be a burden to others
- To maintain social relations by being considerate to other persons and being respected by them
- To share even small things with neighbors in need and participate in volunteer activities

In the first example, 'to contribute to improving the purchasing activities of local small business owners using my career experience', 'improving the purchasing activities of local small business owners' indicates the value, and 'to contribute' indicates the direction of activity.

In the second example, 'to learn new things in order to become a more useful person', 'useful person' indicates the value, and 'learning new things' indicates the direction of activity. Instead of saying 'learning new things', you may express a more narrow direction of activity, like 'studying to get a certificate or license as a counselor, realtor, life planning specialist, computer technician, etc'. However, when describing life dreams, it is better to express a broader direction, such as 'learning new things.'

In the third example, 'to maintain a healthy state in order not to be a burden to

others', 'not to be burden to others' reflects a value. 'To maintain a healthy state' indicates the direction of activity.

In the fourth example, 'to maintain social relations by being considerate to other persons and being respected by them', 'being considerate of others and being respected by them' indicates a value, and 'to maintain social relations' indicates the direction of activities in the domain of familial and social relations.

In the fifth example, 'to share even small things with neighbors in need and participate in volunteer activities', 'to share even small things with neighbors in need' indicates the direction of activities in the domain of social participation and volunteering, and 'to participate in volunteer activities' also indicates a direction of activity. It would be better to give the direction of activities a broader meaning, but the concrete meaning of this narrow example is perfectly acceptable.

## ❑ Life Dreams Need to be Matched to Personality and Aptitude

In many cases, a person's life dreams are nothing more than illusions or fantasies. For the dreams to be feasible, they need to match a person's personality and/or aptitudes. Particularly when those over 50 identify new life dreams in relation to a career, the need to match these dreams to their personality and/or aptitude is important. Career activities that do not fit the personality and aptitude of the person are difficult to do well, and the person fails to obtain the desired result. It is recommended to receive a personality and aptitude test from an expert in order to know one's personality and aptitude objectively. There are a variety of personality and aptitude tests. Among these, the MBTI (Myers-Briggs Type Indicator) is a well-known personality test, and

# 5 The First Step in Life Planning: Identifying Life Dreams

the Howard Gardner's Multiple Intelligence Test is a well-known aptitude test. Simple versions of both tests, self-administered, are not sufficient to reveal one's personality and aptitudes accurately.

Though many people understand that a personality and/or aptitude test is necessary for students attending elementary and secondary school, and for college students and young men and women entering further education or employment, both tests may be necessary even for the middle-aged and older person. Adults whose personality and aptitudes were assessed through tests taken a long time previously may need to test again, because personality and aptitudes might have changed with ageing. Tests and retests of both personality and aptitude may be necessary for those in middle and old age for their new activities in relation to careers, social participation, volunteering and hobbies, or even for simply satisfying their curiosity.

The over-50s will probably utilize their career and working experience alongside their personality and aptitude test results to develop their dreams for the second half of their lives.

## ✚ Vague Life Dreams and Aspirations Make Us Cling to Short-term Goals

Vague life dreams may not help us to set long-term life goals, thus making us cling to only short-term goals. Those aged over 50, trying to get jobs or start up new businesses, tend to cling to short-term or temporary goals, or get caught up in what other people do, if their life dreams remain vague. In whatever stage of the life cycle you may be, if your life dreams have not been clearly identified, it is highly likely that you will not be

able to set a desirable goal system, i.e. final - long-term – mid-term – short-term goals.

## ■ You Can Start Life Planning without Fully Identifying Your Dreams

It is logical that you would proceed to the second step in Life Planning (setting life goals) after finishing the first step (identifying life dreams). However, in some instances, it may take too much time to identify life dreams. If so, should starting the Life Planning process be delayed? Not necessarily. Because it is not desirable to spend too much time caught up in the first step, Life Planning can be started from the second step and the first step returned to later.

In spite of not having fully identified one's life dreams, there might be instances where one can clearly set final goals or long-term goals. In these instances, you can start Life Planning from the second step. If you think deeply about why, for what reason, and for what purpose you have set the final or long-term goal, you may come to realize the purpose or reason for yourself. In most cases, the reason or purpose of setting the life goal will turn out to be your life dream. In this way you can return to the first step from the second step of Life Planning.

If you start from the second step, you can proceed to the third step without returning to the first step. If you do this, the actual process of Life Planning is a two-step process, involving setting life goals and a time management plan. You may return to the first step whenever you identify your life dreams, but not returning to the first step would not matter.

# 5 The First Step in Life Planning: Identifying Life Dreams

## Summary

### 1. What is a Life Dream (Mission, Vision)?

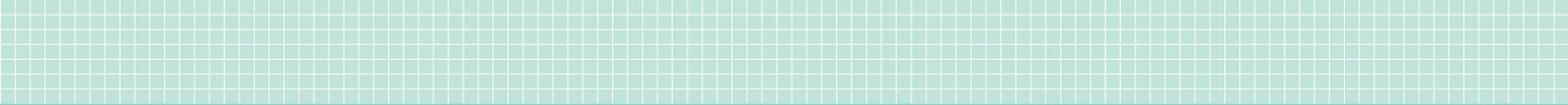
- 1) A life dream (mission) reflects values and direction of activities.
  - (1) It is desirable for life dreams to have two components: values + direction of activities
    - ① Values: reflect what is most important to a person, their creed, principles of life, criteria of success, purpose or reason for life
    - ② Direction of activities: direction of behaviors or actions to realize life dreams
  - (2) It does not matter if life dreams are composed of only one of the two components
  - (3) If you identify your life dreams clearly, you will be able to set life goals clearly, and have the motivation and willpower to achieve them
  - (4) It may take much time in clearly identifying life dreams
- 2) Examples of life dreams:
  - ① To contribute to improving the purchasing activities of local small business owners using my career experience
  - ② To learn new things in order to become a more useful person in society
  - ③ To maintain my health in order not to be a burden to others
  - ④ To maintain social relations by being considerate to other persons and being respected by them
  - ⑤ To share even small things with neighbors in need and participate in volunteer activities

### 2. Life Dreams Need to be Matched to Personality and Aptitude

### 3. Vague Life Dreams Make us Cling to Short-term Life Goals

### 4. You Can Start Life Planning without Identifying Life Dreams

- Even if you have not identified your life dreams (the first step), you could still clearly set your life goals (the second step), particularly final or long-term goals; in other words, you can start Life Planning from the second step.
- The purpose or reason for setting your final or long-term goals may in fact turn out to be your life dream. In this way you can return to the first step of Life Planning.
- If you cannot think of the purpose or reason for the life goals you've set, you will not need to return to the first step, and can do Life Planning with only two steps (setting life goals, and the time management plan).



# 6 The Second Step in Life Planning: Setting Life Goals

## ✦ Life Goals Need to be Set to Realize Life Dreams

Life Planning is a long-term and systematic plan set up throughout the stages of the life cycle to realize dreams in different domains of life. In the first step of Life Planning, you have identified your life dreams. In order to fulfil them, and as the next step, you need to set life goals.

## ✦ What are Life Goals?

### 1. The Meaning of 'Goal'

We frequently use the word 'goal' in our daily lives. A goal is different from a purpose. 'Purpose' describes the reason for performing a certain behavior or action, while a goal describes the outcome one would like to achieve or reach in the future. We usually set goals in the first stage of a planning process. In some cases, identifying the purpose as part of the background of the plan is included in the first stage of the process.

### 2. The Meaning of 'Life Goal'

A 'life goal' has a different meaning from that of a 'goal' in general. A life goal refers to the final concrete status or behavioral state that can be seen as the realization of a life dream. As a matter of fact, in most cases, since the life dream is abstract in terms of time perspective or scope, it is not so concrete as to be observable or measurable. Therefore, the life goal needs to be expressed as a position or state of behaviors/



actions that can be objectively observable or measurable.

Logically speaking, clearly identifying life dreams in the first step of Life Planning may lead to clearly and more easily setting life goals based on life dreams in the second step of Life Planning. Without clearly identified life dreams, you may have difficulties in setting life goals.

## ❑ Life Goals Correspond to the Developmental Tasks of Life Stages

### 1. Life Goals and the Developmental Tasks of Life Stages

Life goals are the final state that life dreams aim for. Most life goals are related to developmental tasks that are desirable to perform at each stage of the life cycle.

Developmental tasks that have been performed well make the transition to the next life stage easy, and continuously have a positive effect on the developmental tasks of the life stages to come. On the other hand, not having performed the tasks in each life stage well may make the transition to the next life stage difficult, and have negative effects on the tasks to come.

### 2. Developmental Tasks by Domain of Life

The developmental tasks by domain of life for the over-50s presented in this Handbook have been prepared through reviewing research results in developmental psychology and the tasks suggested in various education services on Life Planning. If you want to know more about developmental tasks by life stage and domain of life, refer to the

# 6

## The Second Step in Life Planning: Setting Life Goals

book Life Planning and Time Management (in Korean) by Prof. Sung-Jae Choi, published in 2020.

### 1) Developmental Tasks in the Domain of Career/Occupation

**Table 6-1** Developmental Tasks of Middle and Old Age

Life Stage	Developmental Tasks
Middle age	<ul style="list-style-type: none"> <li>• Career development</li> <li>• Review of work done and search for creative changes</li> <li>• Preparation for retirement from work</li> <li>• Preparation for re-employment or founding new business</li> <li>• Having interest in engaging in socio-cultural activities</li> </ul>
Old age	<ul style="list-style-type: none"> <li>• Discovery or rediscovery of one's personality and aptitudes</li> <li>• Extension of current employment</li> <li>• Re-employment and founding new business</li> <li>• Participating in activities utilizing one's career and experiences (consulting, mentoring, etc.)</li> </ul>

### 2) Developmental Tasks in the Domain of Learning/Self-Development

**Table 6-2** Developmental Tasks of Middle and Old Age

Life Stage	Developmental Tasks
Middle age	<ul style="list-style-type: none"> <li>• Study of academic degree courses, special educational or training courses related to career/occupation</li> <li>• Capacity development</li> <li>• Career development</li> <li>• Participation in life-long education</li> <li>• Education/training for job transition or career development</li> </ul>
Old age	<ul style="list-style-type: none"> <li>• Participation in life-long education for capacity development and adaptation to old age</li> <li>• Participation in education/training course for re-employment and founding new business</li> </ul>

### 3) Developmental Tasks in the Domain of Health

**Table 6-3** Developmental Tasks of Middle and Old Age

Life Stage	Developmental Tasks
Middle age	<ul style="list-style-type: none"> <li>• Systematic understanding of the physical and psychological ageing process</li> <li>• Habituation of behaviors of health maintenance/promotion</li> <li>• Detection and treatment of chronic diseases</li> <li>• Periodic health examination</li> <li>• Buying additional private health insurance apart from public health insurance</li> </ul>
Old age	<ul style="list-style-type: none"> <li>• Vaccination</li> <li>• Systematic understanding of the physical and psychological ageing process</li> <li>• Habituation of behaviors of health maintenance/promotion</li> <li>• Detection and treatment of chronic diseases</li> <li>• Periodic health examination</li> <li>• Buying additional private health insurance apart from public health insurance</li> <li>• Designation of legal representative against deteriorated decision-making ability in case of ill health</li> <li>• Preparation for accommodation plan in case of ill health</li> </ul>

### 4) Developmental Tasks in the Domain of Familial/Social Relations

**Table 6-4** Developmental Tasks of Middle and Old Age

Life Stage	Developmental Tasks
Middle age	<ul style="list-style-type: none"> <li>• Re-establishing relationships with adult children</li> <li>• Supporting children's education and marriage</li> <li>• Maintaining balance between work and family life, and strengthening the marital relationship</li> <li>• Building peer relationships through various social activities</li> </ul>
Old age	<ul style="list-style-type: none"> <li>• Improving relationship with spouse</li> <li>• Improving contacts with family members, adult children and grandchildren</li> <li>• Building peer relationships through various social/volunteer activities</li> <li>• Re-establishing relationships with friends through selecting relationships and focusing on the selected relationships</li> </ul>

# 6

## The Second Step in Life Planning: Setting Life Goals

### 5) Developmental Tasks in the Domain of Housing

**Table 6-5** Developmental Tasks of Middle and Old Age

Life Stage	Developmental Tasks
Middle age	<ul style="list-style-type: none"> <li>• Securing a safe and comfortable housing environment</li> <li>• Preparing private living spaces (rooms) for family members</li> <li>• Making a housing plan for old age</li> </ul>
Old age	<ul style="list-style-type: none"> <li>• Securing easy access to health/medical care facilities</li> <li>• Securing safety and convenience of housing structure and facilities</li> <li>• Preparing accommodation plan in case of ill health</li> </ul>

### 6) Developmental Tasks in the Domain of Social Participation/Volunteering

**Table 6-6** Developmental Tasks of Middle and Old Age

Life Stage	Developmental Tasks
Middle age	<ul style="list-style-type: none"> <li>• Continuous participation in civil society and volunteer activities</li> <li>• Participation in civil society and volunteer activity together with various age groups</li> <li>• Participation in various activities of talent donation (skill sharing)</li> </ul>
Old age	<ul style="list-style-type: none"> <li>• Continuous participation in civil society and volunteer activity together with various age groups</li> <li>• Participation in various activities of talent donation (skill sharing)</li> <li>• Consulting with and mentoring younger generations</li> </ul>

### 7) Developmental Tasks in the Domain of Leisure/Spiritual Life

**Table 6-7** Developmental Tasks of Middle and Old Age

Life Stage	Developmental Tasks
Middle age	<ul style="list-style-type: none"> <li>• Developing and participating in various leisure activities (individual, family, couple activities)</li> <li>• Developing and participating in appropriate sports activities (doing together with spouse)</li> <li>• Participating in spiritual/religious activities (personal choice)</li> </ul>
Old age	<ul style="list-style-type: none"> <li>• Selecting and focusing on leisure activities (spouse's participation)</li> <li>• Selecting and focusing on sports activities (spouse's participation)</li> <li>• Participating in leisure activities together with various age groups</li> <li>• Participating in spiritual/religious activities (personal choice)</li> </ul>

## 8) Developmental Tasks in the Domain of Finances

**Table 6-8** Developmental Tasks of Middle and Old Age

Life Stage	Developmental Tasks
Middle age	<ul style="list-style-type: none"><li>• Estimating living expenses and income in old age, including public pensions, and planning to secure them</li><li>• Buying private pensions and a retirement pension and managing them</li><li>• Developing strategies for asset management and implementing them</li><li>• Preparing additional health care funds for oneself and one's spouse</li><li>• Supporting children's education and parents' health care</li></ul>
Old age	<ul style="list-style-type: none"><li>• Adapting to a decreased income</li><li>• Managing and investing assets to increase their value</li><li>• Developing additional income sources, including housing and farmland pensions</li><li>• Preparing for additional health care funds for oneself and one's spouse</li><li>• Designating a legal representative to exercise property rights in case of ill health</li></ul>

### ❖ The Principle of Goal Setting : (the SMART Principle)

Life dreams usually have two components (values, and direction of activities), or they might only have one or the other, but the dreams themselves are usually abstract. This may be desirable in the sense that it leaves a lot of room for choice. However, because life goals envisage specific outcomes from realizing life dreams, they need to be very concrete and specific. There are many instances where life dreams are abstract. For example, 'to be self-supportive', 'to maintain good health', 'to improve relationship with spouse', 'to secure living expenses sufficient to live a prosperous life', etc. If the expression of the goal is vague and too broad in meaning, it will be difficult to know whether the goal has been achieved or not.

A well-known principle of goal setting has been developed from research on planning processes and the experience of implementation of a plan. This is called the SMART Principle. 'SMART' stands for the initials of words that express the following five points of goal setting:

# 6 The Second Step in Life Planning: Setting Life Goals

- (1) The goal must be **Specific**.
- (2) The goal must be **Measurable**.
- (3) The goal must be **Achievable**.
- (4) The goal must be **Relevant**.
- (5) The goal must be **Time-bound**.

To better understand the SMART principle, two examples of goal setting are presented here with some more detailed explanation in relation to the five elements. One example is the hypothetical case of a man aged 60 who had worked as a purchasing manager before retirement. The other example is the hypothetical case of a 70-year old housewife who lived alone with her husband after their two children married.

<Retired man aged 60 years, who had worked in purchasing management>

[Life Dream in the Domain of Career]

To contribute to improving the purchasing activities of small business owners



[Life Goal]

To register as a mentor and consultant and begin activities  
in the community by the age of 65

<Housewife aged 70 years who lives with her husband>  
[Life Dream in the Domain of Social Participation/Volunteering]  
To share even small things with neighbors and participate  
in volunteer activities in the community



[Life Goal]  
To do volunteer activities of visiting four older persons living alone  
once a week by the age of 75

S stands for 'specific', which means that the goal must be practical, individual, and detailed. In the examples, the retired man's donation of consulting activities and the housewife's voluntary visiting of older persons are specific and concrete.

M stands for 'measurable', which means that the goal must be objectively observable and easily recognized. In the examples, consulting on purchasing matters and voluntary visiting once a week are recognizable and observable.

A stands for 'achievable', which means that the goal must be achievable in reality. In the examples, for the man to become a consultant in matters of purchasing, getting a counselor's certificate based on his training and experience is achievable in reality. The housewife's volunteering to help older persons with domestic work and companionship is also achievable.

# 6 The Second Step in Life Planning: Setting Life Goals

R stands for 'relevant', which means that the goal must be reasonable. In the examples, the retired man's consultancy work is reasonable in light of his work experience, and is logically related to realizing his life dream of utilizing his experience. The housewife's voluntary activities are reasonable, and logically related to realizing her life dream of participating in volunteer activities in the community.

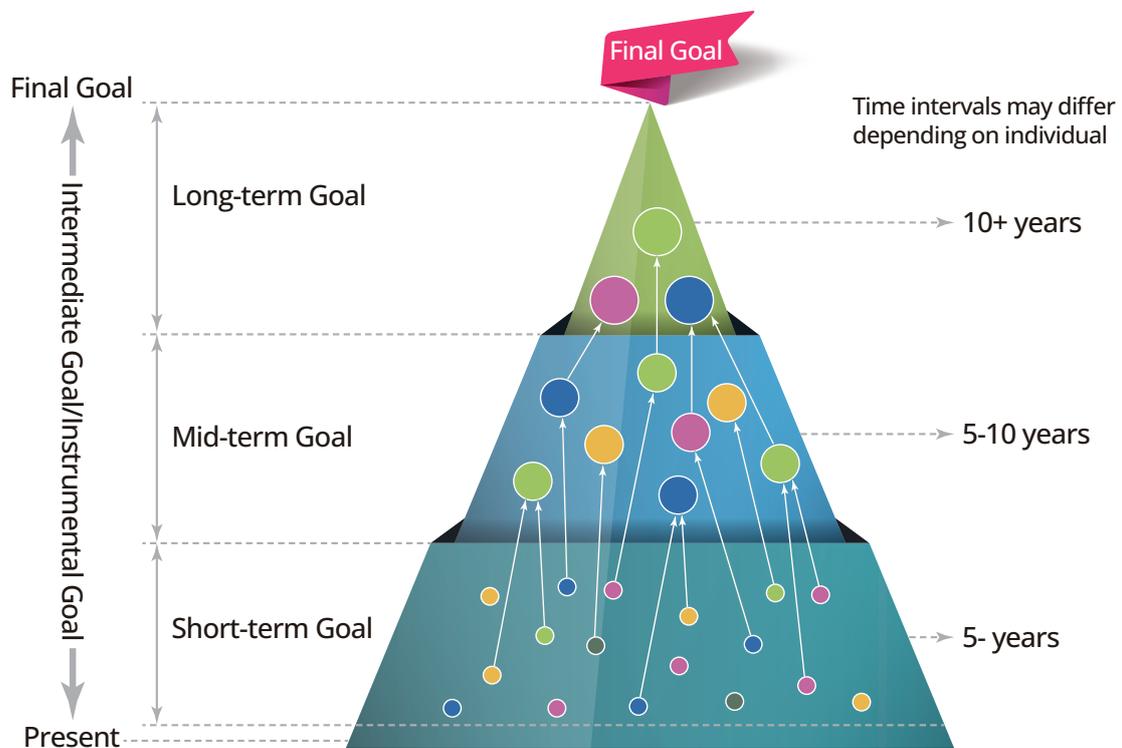
T stands for 'time-bound', which means that the goal must have a deadline. In the examples, the retired man's life goal has a due date of age 65, and the housewife's life goal has a due date of age 75.

## Life Goals and Goal Setting

### 1. Life Goals

Life goals may vary in the time period taken for their achievement and also in their range. Accordingly, life goals could be divided along the lines of final – long-term – mid-term – short-term goals or final - large - medium - small goals depending on the time taken to achieve them, and their scope. In many instances, long-term goals are large goals; mid-term goals are medium goals; short-term goals are small goals. Therefore, hereafter, only the chain of final - long-term - mid-term - short-term goals will be used.

Furthermore, as shown in Figure 6-1, long-term – mid-term – short-term goals may be called 'intermediate goals', and may also be characterized as 'instrumental goals', in the sense that the chain of goals is the instrument for achieving the final goal.



**Figure 6-1** Goal System

In this Handbook, the chain of final goal – long-term goal – mid-term goal – short-term goal is called the ‘goal system’; it includes all goals, from the present day to achievement of the final goal. In Life Planning, the goal system constitutes the main road from the present day to the final destination (final goal). However, since it is difficult to plan a detailed intermediate course (intermediate goals) to the final destination (final goal), at present we can only plan an approximate main road.

As the time period for achieving short-term goals is usually relatively short (within around five years), predictions can be made relatively accurately. Whether or not to set yearly goals (to be called ‘every-year goals’ hereafter) for achieving short-term goals is a matter of personal choice, though it could be helpful.

# 6 The Second Step in Life Planning: Setting Life Goals

## 2. The Time Required to Achieve Life Goals Will Vary From Person to Person

Life Planning means planning for the whole rest of one's life, but the time required to achieve life goals will vary from person to person. Depending on what someone's life dream is, the characteristics of their life goals, and the stage of the life cycle they are in, Life Planning may need to be divided into the 1st, 2nd, 3rd and so on periods of planning.

If you continue to work between the ages of 60 and 70 and then retire after that, you can plan first for the period until retirement, and then make a second plan for life after retirement. If you would like to divide your work life and social activities into several short periods, for instance your 20s to 30s and then from decade to decade, you could make plans for each of these periods. If you are engaged in professional work or self-employment, and do not intend to retire at any particular age, you may make only one life plan.

In case your life dreams have not been clearly identified by the time you reach the age of 50, you may decide to make your first life plan for the next 10 or 20 years, and make further plans subsequently. What is important is that sufficient time needs to be invested in planning for the new life before it starts, whether or not this is a short-term or longer-term plan.

Generally speaking, a short-term plan is one that can be achieved within 5 years; mid-term within 5 to 10 years, and long-term more than 10 years, but the time taken to achieve life goals will vary depending on which stage of the life cycle you are in and

the nature of your life goals.

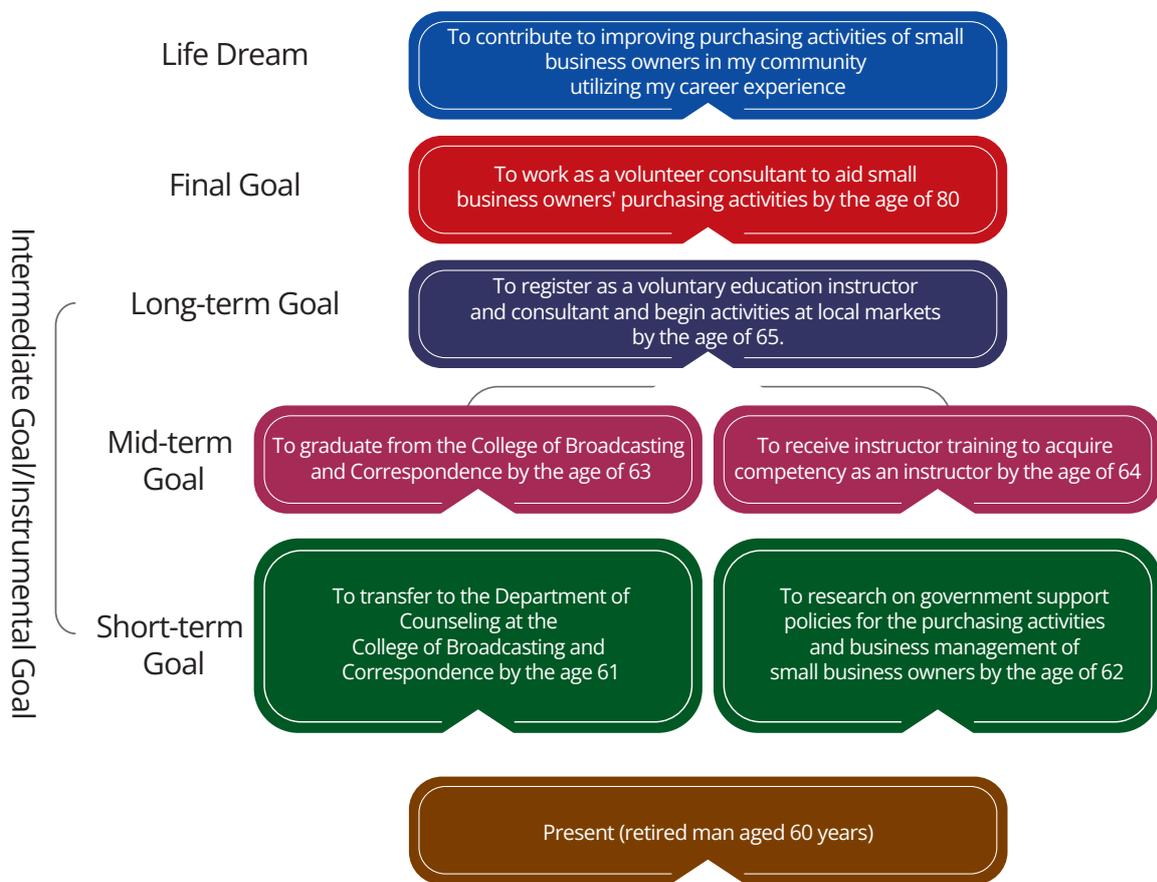
### **3. Setting Life Goals in a Rational Order**

It is logical and reasonable that the final goal should be set first, and the intermediate goals set afterwards, following the order long-term – mid-term – short-term goals. Each goal along the way should assist progression to the achievement of the final goal.

# 6 The Second Step in Life Planning: Setting Life Goals

## Examples of Life Goal Setting

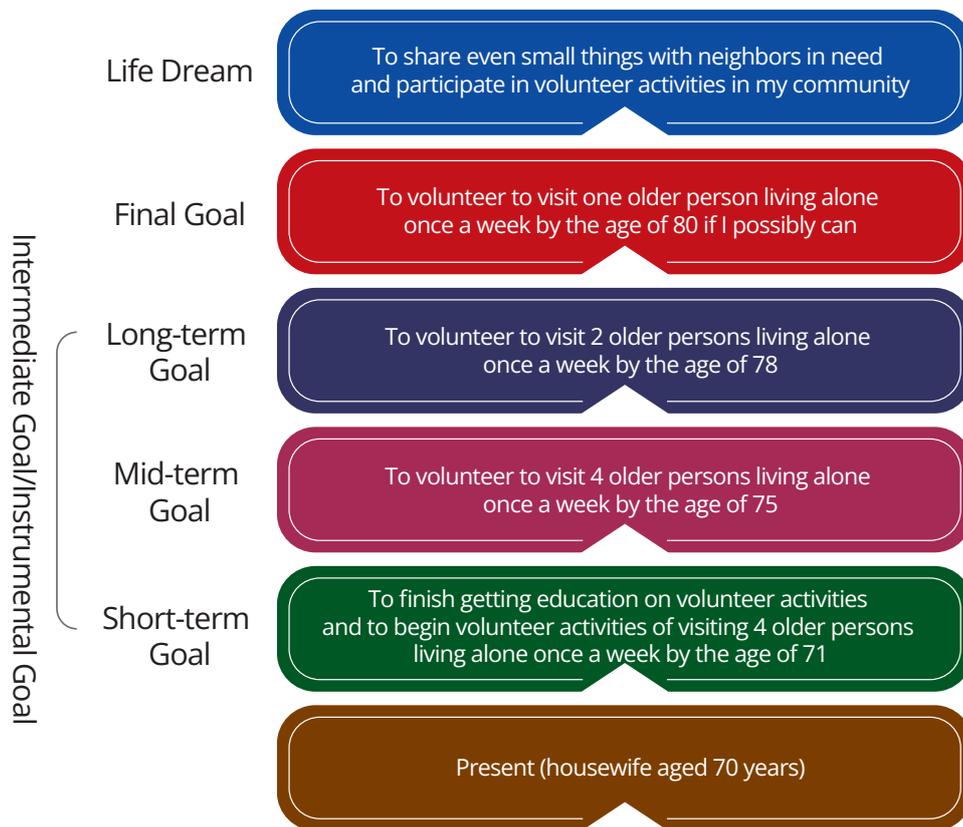
The two hypothetical cases mentioned earlier – the man aged 60 and the housewife aged 70 – are the examples in Figure 6-2-1 and Figure 6-2-2 below.



**Figure 6-2-1** Goal System of the Man Aged 60 in the Domain of Career

As shown in Figure 6-2-1, the man’s dream in the career domain is ‘to contribute to improving the purchasing activities of small business owners in my community, using my career experience’. His final goal is ‘to work as a voluntary consultant to aid small business owners’ purchasing activities by the age of 80’. His long-term goal is ‘to

register as a voluntary instructor and consultant and begin activities in local markets by the age of 65'. His mid-term goals are 'to receive training as an instructor by the age of 64', and 'to graduate from the college of correspondence and broadcasting by the age of 63'. His short-term goals are 'to transfer to the department of counseling at the college of correspondence and broadcasting by the age of 61', and 'to research government support policies for the purchasing activities and business management of small business owners by the age of 62'.



**Figure 6-2-2** Goal System of a Woman Aged 70 in the Domain of Social Participation/Volunteering.

As shown in Figure 6-2-2, the woman's dream in the sphere of social participation and volunteering is 'to share even small things with neighbors in need and participate in

# 6 The Second Step in Life Planning: Setting Life Goals

volunteer activities in my community'. Her final goal is 'to volunteer to visit one older person living alone once a week by the age of 80, if I possibly can'.

In her goal system, her long-term goal is 'to volunteer to visit two older persons living alone once a week by the age of 78'. Her mid-term goal is 'to visit three older persons living alone once a week by the age of 75', and her short-term goal is 'to finish getting an education on volunteer activities and to begin voluntary activities of visiting four older persons living alone once a week by the age of 71'.

Representing the goal system as a figure helps with understanding the interrelationships among the goals, but it is difficult to show it as a figure if the number of goals is large. Therefore, it is effective to represent the goals system in a table, as Tables 6-9-1 and 6-9-2 do.

**Table 6-9-1** The Goal System of the Man Aged 60 in the Domain of Career

Goal	Goal No.	Goal Statement
Life Dream		To contribute to improving the purchasing activities of small business owners in my community using my career experience
Final goal		To work as a volunteer consultant to help small business owners' purchasing activities by the age of 80
Long-term goal	1	To register as a voluntary education instructor and consultant and begin activities in local markets by the age of 65
Mid-term goal	1-1	To graduate from the Dept. of Counseling and get a certificate as a counselor by the age of 63
	1-2	To receive instructor training to acquire competency as an instructor by the age of 64
Short-term goal	1-1-1	To transfer to the Dept. of Counseling at the College of Correspondence and Broadcasting by the age of 61
	1-2-1	To research government support policies and purchasing activities, etc., by the age of 62

The three-digit number (X-X-X) in the table indicates each of the long-, mid-, and short-term goals and their interrelationship: the first digit is the long-term goal, the second the mid-term goal, and the third the short-term goal.

**Table 6-9-2** The Goal System of the Woman Aged 70 in the Domain of Social Participation/Volunteering

Goal	Goal No.	Goal Statement
Life Dream		To share even small things with neighbors in need and participate in volunteer activities in my community
Final goal		To visit one older person living alone once a week by the age of 80, if I possibly can
Long-term goal	1	To visit two older persons living alone once a week by the age of 78
Mid-term goal	1-1	To visit four older persons living alone once a week by the age of 75
Short-term goal	1-1-1	To finish getting education on volunteer activities and begin the voluntary visiting of four older persons living alone once a week by the age of 71

As mentioned above, in addition to the goal system you may, if you choose, set every-year goals for the period from the present time to the time of achieving the short-term goal(s).

## ▣ Examples of Life Goal Setting Linked to Life Dreams

It is difficult to present examples that can be generally applied to most of those aged 50 and above because life plans will inevitably differ depending on personal characteristics such as age, social background, and so on. However, examples of life goals related to the life dreams of some over-50s may be of help in understanding how life goals link to dreams as shown in Table 6-10-1 and 6-10-2 below.

## 6

# The Second Step in Life Planning: Setting Life Goals

**Table 6-10-1** Examples of Life Goals Linked to the Life Dreams of the Man Aged 60 in the Eight Domains of Life

Domain of Life	Life Dream	Life Goal (Final Goal)
1. Career/ Occupation	To contribute to improving the purchasing activities of small business owners using my career experience	To work as a volunteer consultant to help small business owners' purchasing activities by the age of 80
2. Learning/Self- Development	To try to keep learning in order to maintain my capacity to contribute to society and my self-worth	To graduate from the Dept. of Counseling at the College of Correspondence and Broadcasting and get a counselors' certificate at the age of 63
3. Health	To take care of my health faithfully in order to maintain physical and mental independence until the last moment of my life	To make it a habit to manage my health through practicing aerobic and strength exercises for more than an hour every day until the last minute of my life
4. Familial/Social Relations	To respect and care for my children and spouse and be helpful to my acquaintances	To meet regularly with my children, to share household chores with my spouse, and to become someone my acquaintances are happy to see by the age 65
5. Housing	To maintain a comfortable and safe housing environment	To renovate my house to be comfortable and safe, and to prepare an accommodation plan in the case of ill health by the age of 75
6. Social Participation/ Volunteering	To share what I have with neighbors and serve my community	To participate in volunteer activities for small business owners for more than four hours a month and to donate 3 percent of my monthly budget to the community by the age of 80
7. Leisure/ Spiritual Life	To develop leisure activities and continue engaging in religious activities, in order to enjoy physical, mental and spiritual rest	For my wife and me to develop and enjoy one or more hobbies together, and continue to engage in religious activities regularly together by the age of 80
8. Finances	To secure enough funds for me and my wife to enjoy economic stability and prosperity until the end of my life	To secure living expenses of more than 3 million Won (Korean currency) per month through wise management of my assets by the age 70

**Table 6-10-2** Examples of Life Goals Linked to the Life Dreams of the Woman Aged 70 in the Eight Domains of Life

Domain of Life	Life Dream	Life Goal (Final Goal)
1. Career/ Occupation	To pass on my experience and wisdom as a full-time housewife to my children	As a full-time housewife, until the age of 75, to organize food recipes and housekeeping methods and wisdom accumulated over 50 years and pass them on to my children
2. Learning/Self- Development	To try to learn new things for my self-development and usefulness to society	Until the age of 80, to learn how to grow and manage local flowers and fruit trees through lectures on You Tube, and practice this at home
3. Health	To take care of my health for my life in the hope of avoiding immobility and dementia	Until the last day of my life, to do exercises for an hour every day, to receive health check-ups once a year, and make having nutritious meals a habit
4. Familial/Social Relations	To be a person who is always considerate of and helpful to family and people around myself	Until the age of 85, to live a life of compassion and helping, without burdening my family and acquaintances, as much as possible
5. Housing	To secure and maintain a comfortable and safe housing environment, and research facilities that will help me cope with any ill health	Until the age of 75, to convert my current house into a comfortable and safe living space, and maintain up-to-date information on residential facilities in the case of ill health
6. Social Participation/ Volunteering	To share even small things with neighbors and participate in volunteer activities in my community	To do the voluntary work of visiting one or more older persons living alone once a week by the age of 80
7. Leisure/ Spiritual life	To spend a certain amount of time in leisure activities and continue religious activities in order to have feelings of rest and enjoyment of life	To develop one or more hobbies and enjoy them, and spend 4 hours or more in religious activities per week by the age of 80
8. Finances	To maintain a sufficient amount of living funds for financial stability until the end of my life	To secure 20 percent of monthly income as savings, and secure emergency funds against ill health by the age of 85

# 6

## The Second Step in Life Planning: Setting Life Goals

### Summary

#### 1. Life Goals Should be Set in order to Realize Life Dreams

#### 2. What are Life Goals?

- 1) Meaning of a Goal: a specific position, status, or state of behavior that one would like to achieve or reach in the future
- 2) Meaning of a Life Goal: the final specific status or behavioral state that can be seen as the realization of life dreams

#### 3. Life Goals Correspond to the Developmental Tasks of Life Stages

- As the life goal is the final specific status or behavioral state that can be seen as the realization of the life dream, or it might represent intermediate status, the life goals usually correspond to the developmental tasks that are desirable to perform at each stage of life.
- It is hard to find developmental tasks by life domain that are well arranged. The developmental tasks by life domain for only those aged 50+ are suggested here in reference to existing research studies, education and services on life planning in <Table 6-1> through <Table 6-8>.

#### 4. Principle of Goal Setting(SMART Principle)

- Whether goals in general or life goals, it is desirable to set goals following the 5 points: (1) to be Specific, (2) to be Measurable, (3) to be Achievable, (4) to be Relevant, and (5) to be Time-bound

#### 5. Division of Goals and Goal Setting

- 1) Division of Life Goals: Divided into final – long-term – mid-term –short-term goals in terms of time perspective, and final – large – medium – small in terms of scope. In many instances, long-term goal=large goal, mid-term goal=medium goal, short-term goal=small goal. The goals between present time and time of achieving final goal are usually called “intermediate goals” or “instrumental goals.”
- 2) The chain of goals, that is, “final – long-term – mid-term – short-term goals” is called “goal system” in this handbook.

## Summary

- 3) Setting every-year goals between present time and the point of time achieving short-term goals:  
The goal system is an approximate course from the short-term goals to the final goal. It is difficult to set detailed goals between final goal and short-term goals. If necessary, more detailed goals (every-year goals) may be set between the present time and the time of achieving short-term goals. Setting every-year goals from the present time to the time of achieving short-term goals is optional.
- 4) The method of representing goal system: The table is more effective than the figure.
- 5) The time taken to achieve goals may vary depending on individual characteristics.
- 6) The order of setting life goals: Final goal->long-term goal(s)->mid-term goal(s)->short-term goal(s)
- 7) Life goals usually differ depending on life domain.

# 7 The Third Step in Life Planning: Time Management Plan for Life Goal Attainment & Practice

## ✦ A Time Management Plan is Necessary to Achieve Life Goals

Once the life goals have been set in the second step of Life Planning, it is logical and natural to make a time management plan, and then put it into practice. Even in more general planning, once goals have been set, a plan is developed in order to manage the time available to achieve the goal. A time management plan leads practical action, and is a necessary procedure for implementing any life plan, since it guides implementation in daily life.

## ✦ What is Time Management?

Many people are probably already familiar with the concept of time management and how to practice it. Time management refers to managing and controlling our actions through effective techniques and instruments so as to use the time given for goal achievement efficiently and effectively. Time management is widely used in our daily lives. The key to time management is to manage and control our actions for the achievement of our goal, using some techniques and instruments. Time management is an indispensable process (the third step) in Life Planning.

In the sense that the aim of time management in Life Planning is to manage the time we are given for our lives, time management might be regarded as life planning in a narrow sense. In the second phase of the Life Planning process (life goal setting), life goals are set as final goal – long-term goal(s) – mid-term goal(s) – short-term goal(s) in relation to domains of life, and with different lengths of time for their achievement. In this sense, the process of life goal setting may include a partial concept of time



management. However, life goal setting itself cannot manage our actions of goal achievement in daily life. Because of this, actual time management is best achieved through the management of our actions for one year at a time, reviewed and refreshed on an annual basis.

Since time management planning needs to be done annually, short-term goals need to be distributed throughout the year. The yearly goals can be derived from the short-term goals or every-year goals. The yearly goals need to be set by domain of life, and divided into monthly and weekly goals. Daily goals need not to be set because daily goals are included in the weekly goals; our daily life is usually conducted on a weekly basis (refer to Figure 7-1 below).



**Figure 7-1** Division of Life Goals for Time Management

## ❏ A Time Management Plan Needs to Follow the Principle of Prioritizing Time Use

In time management, the most important thing is to decide whether and how to prioritize actions related to achieving life goals, and allocate time for these actions

# 7 The Third Step in Life Planning: Time Management Plan for Life Goal Attainment & Practice

accordingly. Prioritizing time use depends on the nature of the actions required for goal achievement. The principle of deciding the priority of time use is called the ABC Principle, or the Eisenhower Principle.

The prioritizing of time use is decided by the urgency and importance of the actions required. Actions or things to do can be divided into 'urgent' and 'not urgent', or 'important' and 'not important'. When these two dichotomous classifications are crossed, four cases emerge, as shown in Figure 7-2 below (hereafter to be called the 'time management matrix').

	Urgent	Not Urgent
<b>Important</b>	<b>A</b>	<b>B</b>
	<ul style="list-style-type: none"> <li>• Crises</li> <li>• Pressing problems</li> <li>• Dead-line driven projects, meetings, preparations</li> </ul> <p>*These things must be done right away as soon as these happen.</p>	<ul style="list-style-type: none"> <li>• Preparation</li> <li>• Prevention</li> <li>• Value clarification</li> <li>• Planning</li> <li>• True re-creation</li> <li>• Empowerment</li> </ul> <p>*These things are essential to goal achievement and success.</p>
<b>Not Important</b>	<b>C</b>	<b>D</b>
	<ul style="list-style-type: none"> <li>• Interruptions, some phone calls</li> <li>• Some mails, some reports</li> <li>• Some meetings</li> <li>• Many proximate, pressing matters</li> <li>• Many popular activities</li> </ul> <p>*These things need to be done in short time, to be refused, or to be done if time allowed</p>	<ul style="list-style-type: none"> <li>• Trivia, busy work</li> <li>• Some phone calls</li> <li>• Escape activities</li> <li>• Irrelevant mails</li> <li>• Excessive TV watching</li> <li>• Pleasant activities</li> </ul> <p>*Not doing these things doesn't matter.</p>

**Figure 7-2** Time Management Matrix

In Figure 7-2, what is 'urgent and important' is called A; what is 'not urgent and important' is called B; what is 'urgent and not important' is called C; and what is 'not urgent and not important' is called D. From this matrix, the ABC principle can be derived, and the priority (the order of doing actions) is A->B->C; D is excluded because

whether one does D or not does not matter. In time management planning to achieve yearly, monthly and weekly goals, it is desirable to follow the ABC principle in deciding the order of performing actions and allocating time.

### ❏ A Time Management Plan Needs to be Devised Annually

In order to set up time management plan to achieve life goals, first of all, yearly goals should be set before the new year begins(usually within one month before the new year, in December). As mentioned in previous chapter(Setting Life Goals), the yearly goals can be derived from the short-term goals or every-year goals. A time management plan determines the order of performing actions and allocating time for them on a yearly basis, divided into monthly and weekly goals. As shown in Figure 7-3 below, a time management plan reflects <final – long-term – mid-term – short-term goals – yearly – monthly – weekly goals>, and determines the order of actions and time allocation to achieve yearly goals through goals that are monthly and weekly.



Figure 7-3 Time Management Plan on an Annual Basis

# 7 The Third Step in Life Planning: Time Management Plan for Life Goal Attainment & Practice

In time management, the yearly goals are intermediate goals to achieve short-term goals in the relevant domains of life (as shown in Table 7-1).

It is almost impossible to make a chart for a yearly time management plan at a glance. The yearly time management plan charts usually found in diaries or calendars sold in the market cannot function as time management plans that suit the concept of time management because the space for each date is too small to write down yearly goals and some important planned actions. Therefore, a yearly time management plan is best made through plans for monthly and weekly time management, achieved by dividing yearly goals into goals that can be achieved for each month of the year and monthly goals into goals for each week of the month.

An example of yearly goals by life domain is presented in Table 7-1. It is desirable to make this format of table to indentify your yearly goals by life domain that you have chosen.

**Table 7-1** An Example of Yearly Goals by Domain of Life

Domain of Life	Yearly Goals
Career/Occupation	<ol style="list-style-type: none"> <li>1. To read ten books related to small business consulting</li> <li>2. To read government reports on small businesses</li> <li>3. To read ten articles on the purchasing activities of small business owners</li> </ol>
Learning/Self-development	<ol style="list-style-type: none"> <li>1. To make it a habit to read three or more news articles on small business management per day</li> <li>2. To get advice on the matter of transferring to the Department of Counseling at a college</li> <li>3. To find effective ways of studying counseling</li> </ol>
Health	<ol style="list-style-type: none"> <li>1. To walk 6,000 steps every day</li> <li>2. To do thorough care of teeth and have two scaling services</li> <li>3. To cut dinner portions by two-thirds and fast after 9 p.m.</li> </ol>

Familial/Social Relations	<ol style="list-style-type: none"> <li>1. To make a domestic trip for 3 nights and 4 days to celebrate the 30th wedding anniversary</li> <li>2. To have a day trip with all family members in the months of the children's birthdays</li> <li>3. To reduce drinking opportunities by having daytime meetings with friends</li> <li>4. To share housework with my wife by doing house-cleaning and garbage sorting-out</li> </ol>
Housing	<ol style="list-style-type: none"> <li>1. To replace worn-out mosquito nets</li> <li>2. To inspect outer walls of house and repair any damage before the rainy season</li> <li>3. To inspect and repair leaks after the rainy season</li> </ol>
Social Participation/ Volunteering	<ol style="list-style-type: none"> <li>1. To begin donating 3 percent of monthly budget to a children's residential facility in my community</li> <li>2. To find a volunteer network serving this children's residential facility and participate in voluntary activities twice a month</li> </ol>
Leisure/Spiritual Life	<ol style="list-style-type: none"> <li>1. To find hobbies to do together with my wife and decide which hobbies we can do, in consultation with hobby groups and experts</li> <li>2. To begin to learn hobby activities as early as possible</li> <li>3. To continue religious activities with my wife</li> </ol>
Finances	<ol style="list-style-type: none"> <li>1. To understand the current status of my assets and appraise them by January</li> <li>2. To estimate funds necessary to achieve goals in eight key domains of life, and check possibility of securing the funds and readiness for funding by February</li> <li>3. To estimate income for old age and develop ways of financing old age living by March</li> <li>4. To have consultations with experts in financial planning and asset management and develop my financial life planning by July</li> </ol>

In the monthly plan chart (Table 7-2 below), yearly goals that have been divided across 12 months (or across several months, or focused on a specific month) are written down in the monthly goals column, and important actions to achieve the monthly goals are listed in the day columns. The monthly goals that yearly goals have been divided across 12 months should be set also at the same time when the yearly goals set (before the new year begins). The monthly time management plan needs to be made before the new month begins (usually within one week before).

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**Table 7-2** The Format of a Monthly Time Management Plan Chart and Examples

Monthly Goals	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.
<ul style="list-style-type: none"> <li>• To research books on small business consulting and make a list of the books</li> <li>• To research government reports on small business published within 5 years and make a list of the reports</li> <li>• To read 3 news articles on small business management per day</li> <li>• To walk 6,000 steps every day, control dinner portions, and have dental scaling services</li> <li>• To have a domestic trip for 3 nights and 4 days to celebrate 30th anniversary of wedding</li> <li>• To do house-cleaning once a week and garbage sorting-out twice a week</li> <li>• Replace mosquito net</li> <li>• To donate 3 percent of monthly income to volunteer activities</li> <li>• To continue learning hobby activities together with my wife</li> <li>• To continue religious activities with my wife</li> <li>• To develop my financial life planning</li> </ul>	1	2 •Researching books on small business consulting	3 •Religious activity •Learning hobby activities	4 •Researching books on small business consulting	5 •Researching books on small business consulting/ making book list	6 •Volunteer activity at children's facility	7 •Religious activity
	8 •Reservation at dental clinic (for scaling) •Researching books on small business consulting	9 •Researching books on small business consulting	10 •Estimating expenses of replacing mosquito net •Religious activity •Learning hobby	11 •Meeting with financial planning expert (first meeting)	12 •Researching books on small business consulting	13 •Trip for wedding anniversary (first day)	14 •Religious activity •Trip for wedding anniversary (second day)
	15 •Trip for wedding anniversary (third day)	16 •Trip for wedding anniversary (fourth day)	17 •Religious activity •Learning hobby	18 •Meeting with financial planning expert (second meeting)	19 •Scaling at dental clinic	20 •Work for mosquito net replacement	21 •Religious activity
	22 •Making a list of books on small business consulting	23 •Researching government reports on small business	24 •Religious activity •Learning hobby	25 •Meeting with financial planning expert (third meeting)	26 •Donation of 3 percent monthly income	27 •Volunteer activity at children's facility	28 •Religious activity
	29 •Researching government reports on small business	30 •Making a list of government reports on small business	31 •Religious activity •Learning hobby				

\*Some monthly plan charts are divided into 2 pages.

As the day columns of the monthly plan chart are not spacious enough to write many things, only several important actions and/or promises related to goal attainment can be listed. Practical daily time management is more effectively conducted through a weekly time management chart.

In the weekly plan chart shown in Table 7-3 below, each of the weekly goals (i.e. the monthly goals divided across four weeks) is written in the weekly goals column, and then significant actions and/or promises to achieve these goals are listed in the day columns. The weekly goals for 4 weeks in a month need to be set before the new month begins(usually within one week before). The weekly time management plan needs to be made before the new week begins(usually within 1-2 days before).

**Table 7-3** The Format of a Weekly Time Management Plan Chart and Examples

Weekly Goals	<ul style="list-style-type: none"> <li>•Dentist appointment</li> <li>•Meeting with financial planning expert</li> <li>•Trip for 30th wedding anniversary</li> </ul>				<ul style="list-style-type: none"> <li>•Estimating expenses for replacing mosquito net and deciding the date of the work</li> </ul>
	Date (Day)	v	ABC	Time	
		B	09:00 ~09:30	Make appointment for scaling	
		B	09:00 ~12:00	Researching books on small business counseling	
10 (Wed.)		A	09:00 ~11:30	Estimating the expenses for replacing mosquito net and deciding the date of the work	
		B	14:00 ~16:30	Religious activities	
		B	17:00 ~18:00	Learning hobby	
11 (Thur.)		B	15:00 ~17:00	Meeting with financial planning expert (first meeting)	
12 (Fri.)		B	09:00 ~12:00	Researching books on small business counseling	
13 (Sat.)		A	07:00 ~ 21:00	Trip for 30th wedding anniversary (first day)	
14 (Sun)		A	07:00 ~ 21:00	Trip for 30th wedding anniversary (second day)	

\*Some weekly plan charts are divided into 2 pages.

In the day columns, the time allotted for the planned actions should be noted, and a record should be kept, via the V column, of whether or not the planned action has

# 7 The Third Step in Life Planning: Time Management Plan for Life Goal Attainment & Practice

been performed. In this way practical time management is effected. It doesn't much matter which day of the week you take action to achieve your goals, except for special actions that are linked to a precise time. The aim of the weekly plan is to achieve weekly goals across the seven days. Weekly goals need to be set in the previous week, one or two days before the start of the new week.

Actions or activities that are repeated every day need not be listed in the day columns. A standard weekly and monthly time management plan chart may be drawn up for these repeated actions or activities.

## ❏ The Tools of Time Management

There are four kinds of instruments that can be used for time management.

The first instrument is a traditional pocket notebook or diary. This kind of tool has a great limitation, in as much as it usually does not have any space for listing monthly and weekly goals. It is usually just enough to record time commitments and one or two important matters.



The second instrument is a general daily business planner or the Franklin Planner. The Franklin Planner was developed for time management, and includes monthly and weekly time management plan charts. Though it



General Planner



Franklin Planner

has a few limitations, it can certainly be used as a time management instrument in Life Planning.

The third instrument is a cell phone application. There are various formats of time management applications that can be purchased or downloaded free of charge through play stores launched on cell phones. Almost all of this kind of instrument are called 'planners', but they have a great limitation as time management instruments themselves. They don't have columns of monthly and weekly goals, and the daily columns are not spacious enough to write down important actions of goal attainment and time commitment. Nor do they have a column for keeping check on whether planned actions have been done or not.

The fourth instrument is a cell phone application developed specifically for Life Planning and time management, called 'Attale Pro'(contents in Korean). This application was developed by the Korea Life Planning Laboratory; it can be used on both android and i-phones, and can also be downloaded on a personal computer. The Attale Pro reflects the three steps of the Life Planning process described in this Handbook, and the concept of time management. In this ICT-oriented era, using a cell phone application for Life Planning and time management can be an effective alternative to paper diaries and planners. Furthermore, this cell phone app. provides us with the convenience of a portable life planning schedule that can be accessed at any time.



# 7 The Third Step in Life Planning: Time Management Plan for Life Goal Attainment & Practice

## ✦ Time Management is Very Effective in Putting Life Planning into Action

The weekly time management plan chart shown in Table 7-3 has columns for checking whether the planned actions have been done or not; actions not performed need to be reviewed and re-planned. This checking function is an effective way to facilitate execution of planned actions. This function is also a feature of the Life Planning application Attale Pro.

## ✦ Time Management Should Become a Habit with Practice

As in the practice of time management in general, time management for Life Planning needs to be habituated through practice and training, so that time management for Life Planning is effective in reality. Training ought to be accomplished within a range of two to six months, but in order for time management to play its essential role in Life Planning, its habituation is a must.

If you can identify your dreams (the first step), set life goals (the second step), then make a time management plan to achieve these goals and stick to the plan, life in old age will be much more rewarding and valuable. It can even be said that developing a time management plan and putting it into practice is the most important of the three steps of the Life Planning process.

## ❑ An Example of Linkage of the Three Steps of Life Planning

Table 7-4 presents an example of how the three steps of Life Planning (Identifying life dreams – life goal setting – time management plan/practice) are linked in our daily lives. This example of Life Planning in the area of career/occupation for a man aged 60 will help you understand that the three steps of life planning are linked logically as well as practically in your daily life.

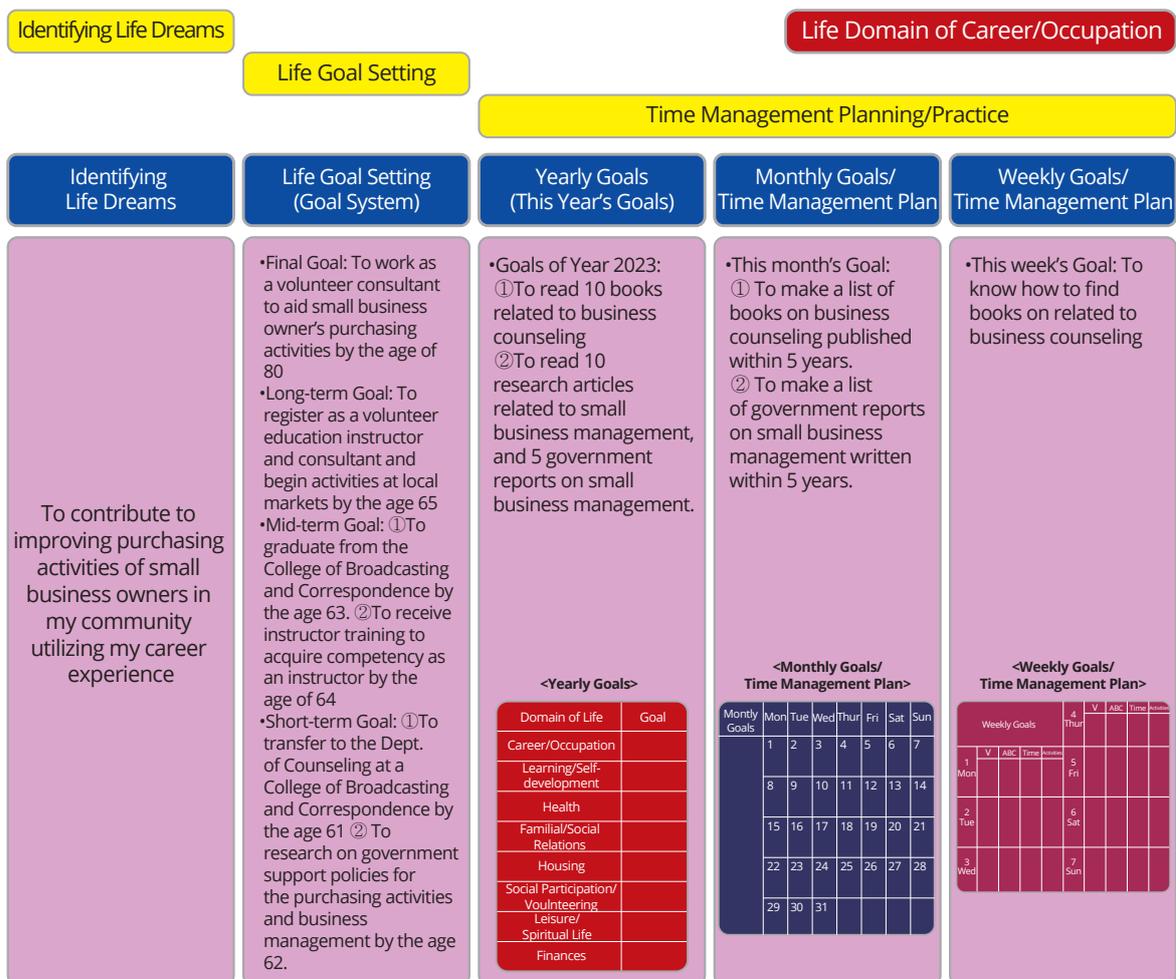


Figure 7-4 An Example of Linkages in the Life Planning Process

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## ✦ Strategies for Practicing a Life Plan

All three steps in Life Planning are focused on planning itself; but the time management plan includes practice as an essential element. No matter how good a plan is, if it is not put into practice, it is meaningless and useless. There is no royal road to the practice of Life Planning.

Since the Life Planning process is a plan for the future, there is likely to be trial and error along the way. When circumstances change, the plan will need to be revised. And even in the process of putting the plan into practice, some revisions may be inevitable. Allowing for all of this, here are some effective strategies for the practice of Life Planning.

### 1. Trust the Results of One's Own Life Planning

The life plan, the result of honesty and effort, needs to be a genuine and heartfelt plan for your future life. If you do not believe in your life plan, it will be hard to put it into practice it. You must believe in your life plan in order to have the confidence to carry it out.

### 2. Practice the Plan in a Few Domains of Life First

If it is a burden to practice life planning in all domains of life, an alternative is to practice planning in some domains first, then gradually expand to the others, setting priorities for each domain in turn.

The case of Mr. J, aged 50, who started to practice Life Planning in one life domain and expanded gradually to others is shown in Table 7-4. Doing what he did is one of the effective strategies for becoming habituated to the practice of Life Planning.

**Table 7-4** An Example of Mr. J's Gradual Practice of Life Planning

Domain of Life	Goal	Starting Time of Practice	Elapsed Time since Starting	State of Practice
Career/ Occupation	To become a power blogger	July 25, 2022	172 days	Got 5,000 blog followers/ now blogging every day
Learning/Self-development	To become a fluent English speaker	Sept. 27, 2022	106 days	Study time increased from one hour to two hours/regularly practicing English conversation
Health	Physical exercise for one hour	Nov. 10, 2022	67 days	Exercise time increased from 10 minutes to 40 minutes
Familial/Social Relations	To become a learning coach for my son	Dec. 9 2022	34 days	Son made his own time management plan/ time management is becoming a habit for him
Health	No smoking	Dec. 12, 2022	14 days	Under way of making a habit of not smoking
Leisure/Spiritual Life	Reading books after rising at 5 a.m.	Jan. 10, 2023	3 days	Under way of making a habit of reading books

### 3. Start Practice of Life Plan after Becoming Used to Practice of Time Management

When time management has not been a habit, it might be difficult to practice Life Planning. When we are going to perform a certain behavior that has not been a habit, we tend to hesitate because of anxiety about whether we will be able to complete it or fear of failure. Therefore, for the successful practice of Life Planning, it is desirable to first make time management a habit through practice and training if possible. During this practice and training period, it is good to select one or two domains of life

# 7 The Third Step in Life Planning: Time Management Plan for Life Goal Attainment & Practice

and practice time management in these domains on a trial basis.

## 4. Do not Worry about Your Future Life

Everyone tends to have feelings of anxiety and uncertainty about their future. The most important reason for making future plans is to reduce this anxiety and uncertainty. Hesitating to put into practice the plan that you yourself have developed because you are anxious about what appears to be an uncertain future is to fall into self-contradiction. Based on the belief that your own plan for your own life is in fact the best way to prepare for the future, you need to get involved with, and practice, Life Planning.

## 5. Free Yourself from the Fear of Failure

The practice of Life Planning is in fact effected through the practice of time management. A time management plan to achieve life goals is drawn up one year at a time. Thus, even if you have failed to practice your life plan adequately, the failure only applies to that particular year's plan, not to the whole life plan. And because the plan for any particular year can be reviewed and appraised as the year is going on, that year's plan may not fail anyway. We can learn valuable lessons from what appears to be going awry – from what looks like failure. Therefore, we must abandon fear of failure, and enter boldly into practice.

## 6. Strengthen Your Willpower

The biggest obstacle to practicing Life Planning is probably lack of willpower. Unlike

business plans, personal plans often fail due to lack of willpower. Most of the reasons given for failure in the execution of the plan are that it's not going well, it does not work as well as expected, it takes a lot of time, tasks have been forgotten, pride has been hurt, you have to keep trying, and so on. These reasons for failure stem from a lack of willpower. It is important to strengthen willpower. Imagining the feelings of pleasure, accomplishment and pride when the goals have been achieved may strengthen motivation, which, in turn, may strengthen willpower.

## **7. Cultivate Patience and Welcome Challenges**

In Life Planning, most of the final, long-term, mid-term and short-term goals will not be achieved quickly and easily, without effort. In the process of practicing Life Planning, there may be many times where you lose courage, get frustrated, or give up due to various difficulties. Abandoning the practice of the life plan, to develop which you have done your best, is breaking your promise to yourself, the planner of your own life, and losing the battle with yourself. It is a blow to your pride, and it is unnecessary. It is important to cultivate patience, and the spirit of welcoming challenges, in order to keep your promise to yourself and win the battle against yourself.

## **8. Use the Help of Family and People around You**

If you need the help of family, friends, and colleagues in order to achieve your life goals, use their help. You can ask them to become monitors and point out to you where you are slipping up, especially if you are trying to improve a bad behavior, habit or attitude, or develop a desirable behavior or habit. For instance, if you want to stop smoking, you can reinforce your intention by promising to pay someone a fine

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if they point out that you are smoking.

## 9. Adjust Your Level of Satisfaction with the Degree of Achievement of the Goal

If a goal is set too high, there might be cases where people give up when the goal is not achieved in the given time. For instance, if you have set a goal to get up at 5 a.m. and exercise for an hour every day, you may do it well the first one or two days. However, if you have only been able to exercise for two days a week, you may give up trying to achieve that goal. In this instance, rather than set the goal of exercising every day from the beginning, it would be desirable to gradually increase the number of days over a period of weeks. That is, two days of exercise in the first week, three days in the second week, four days in the third week, five days in the fourth week, and so on.

## 10. Self-hypnosis and the Frequent Checking of Dreams

We sometimes see important messages posted where they can be seen easily. For example, some official and business organizations post pictures of mission-vision-goals (vision-mission-goals), important policies, and so on, on their websites or the walls of offices. In many cases we do not deliberately look at these posters, but we see them often, are unknowingly hypnotized to think of them, inadvertently receive unspoken pressure to do what they suggest, and then find we have the will to do so. If you would constantly look at your life plan in your planner, or particularly in the Attale Pro app., you may well become self-hypnotized to practice your life plan.

## Summary

### **1. A Time Management Plan is Necessary to Achieve Life Goals**

- Once life goals have been set, in the second step of Life planning, it is logical and natural to make a time management plan and then put it into practice.

### **2. The Meaning of Time Management**

- Time management refers to managing and controlling our actions through effective techniques and instruments so as to use the time given for goal achievement efficiently and effectively.
- In the sense that time management in Life Planning is de facto to manage our lifespan, it might be life planning in a narrow sense.
- Though the time management plan is a process for planning the whole of life (setting final – long-term – mid-term – short-term goals), it is usually done for only one year at a time.

### **3. The Time Management Plan Needs to Follow the Principle of Priority in Time Use (the ABC Principle)**

- Actions or things can be divided into 'urgent' and 'not urgent', 'important' and 'not important'. When these dichotomous classifications are crossed, four cases emerge: 'what is urgent and important' (A), 'what is not urgent and important' (B), 'what is urgent and not important' (C), 'what is not urgent and not important' (D).
- Priority of time use: A->B->C (called the ABC principle). D can be done in case of extra time, but it doesn't matter not to do D.
- It is desirable to use time given to achieve life goals according to the ABC principle.

### **4. A Time Management Plan is Made on an Annual Basis**

- The time management plan made on annual basis is to make monthly and weekly time management plans to achieve goals. Yearly goals are divided into 12 months and 4 weekly goals per month, as shown in the following figure. The yearly goals are derived from the short-term goals of the goal system.

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## Summary



- When to set goals and make the time management plan?
  - 1) Yearly goals: Yearly goals are set as an intermediate goal from the present time to the time of achieving short-term goals, and need to be set by life domain in December, before the new year.
  - 2) Monthly goals/time management plan: Monthly goals are set by dividing yearly goals into 12 months (or several months, or focused on a particular month), and are set in December, before the new year, together with the yearly goals. The monthly time management plan is usually made within one week before the new month.
  - 3) Weekly goals/time management plan: Weekly goals are set by dividing monthly goals into four weeks, and are set within one week before the new month. The weekly time management plan is usually made one or two days before the new week.
- Whether previously planned actions have been done or not needs to be indicated in the checking column (V).

### 5. Time Management Tools and Instruments

- A pocket notebook and large-sized general planners, including business planners have some limitations for use as time management instruments. The Franklin Planner, developed for time management, has also some limitations, but can be used easily as an instrument that mostly fits the concept of time management. Various kinds of cell phone applications that have planner functions also have great limitations as instruments for time management. The cell phone app. called 'Attale Pro' is the best fit for life planning and time management.
- The time management plan has the partial function of monitoring practice of the plan and the life plan.
- Time management need to become habitual through practices and training.

### 6. Strategies for the Practice of Life Planning

- There is no royal road to the effective practice of Life Planning.
- Strategies presented here may be of help in the practice of life planning.

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# LIFE PLANNING

HOW TO PREPARE FOR ACTIVE AGEING  
AND REALIZE YOUR LIFE DREAMS

A Handbook for the Over-50s

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