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COMPANY NAME

## Goal Plannig Template

### INFORMATION

Goals should always be

S - Specific | M - Measurable | A - Achievable | R - Realistic | T - Time Bound

1. Goal/Objective. Briefly describe each goal/objective and when the goal/objective should be met or accomplished.
2. Measurement. How will the goal/objective be evaluated? (use quantitative measures such as % or dollar increase in revenue or market share and/or use qualitative measures which are descriptive of criteria.)
3. Importance. Rank the goal as Essential, Important, or Desirable as follows:
  - Essential - required for job performance
  - Important - helpful for job performance
  - Desirable - asset for job importance

Name \_\_\_\_\_ Date \_\_\_\_\_

ID \_\_\_\_\_

Title \_\_\_\_\_ Manager \_\_\_\_\_

Review Period \_\_\_\_\_

### PRIMARY 1st GOAL - OBJECTIVE

Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Measurement \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Measurement ▶  Essential  Important  Desirable

Priority Action(s) \_\_\_\_\_

SECONDARY 2nd GOAL - OBJECTIVE

Description

Measurement

Measurement ▶

Important

Essential

Desirable

Priority Action(s)

3rd GOAL - OBJECTIVE

Description

Measurement

Measurement ▶

Important

Essential

Desirable

Priority Action(s)

Notes