

Goal Setting & Progress Tracking

Employee: _____ Date: _____

Category:	<input type="checkbox"/> Technology	<input type="checkbox"/> Financial	<input type="checkbox"/> Duties/Tasks
	<input type="checkbox"/> Communication	<input type="checkbox"/> Productivity	<input type="checkbox"/> Work Environment
	<input type="checkbox"/> Other: _____		

Goal: _____

To be completed by: ____ / ____ / ____

Action steps and plan for successful completion (resources needed, budget, team assistance, accountability)

1. _____

2. _____

3. _____

First Follow Up Date: _____

<u>Follow Up</u> ____ / ____ / ____	<u>Progress Notes & Evaluation</u> _____ _____	
<input type="checkbox"/> Completed	<input type="checkbox"/> Not Completed	Next Follow Up: ____ / ____ / ____

<u>Follow Up</u> ____ / ____ / ____	<u>Progress Notes & Evaluation</u> _____ _____	
<input type="checkbox"/> Completed	<input type="checkbox"/> Not Completed	Next Follow Up: ____ / ____ / ____

<u>Follow Up</u> ____ / ____ / ____	<u>Progress Notes & Evaluation</u> _____ _____	
<input type="checkbox"/> Completed	<input type="checkbox"/> Not Completed	Next Follow Up: ____ / ____ / ____

Result

- Goal was completed on time Goal was not completed on time Goal was not completed

Employee's signature: _____ Date: _____

Employer's signature: _____ Date: _____