

Goal Sheet

Name: _____

	Business Goal #1	Business Goal #2	Personal Goal #1	Personal Goal #2	Office Goal
What is your goal?					
What are the measureable results? How will you know you have succeeded or are on track?					
Over what period of time? How long will it take for you to reach your goal? Will it be a work in progress?					
What steps do you need to take to get there? What changes need to be made?					