



GOALS

YOUR KPIs	MEASUREMENT	TARGET	TARGET	TARGET
1				
2				
3				

QUARTERLY PRIORITY	SMART (SPECIFIC, MEASURABLE, ALIGNED, REALISTIC AND TIME-BASED) PERSONAL/DEPARTMENT INITIATIVES	DUE DATE
1		
2		
3		
4		
5		

WEEKLY FOCUS

WEEK 1			
PRIORITY	COMMITMENT / ACTION TO BE TAKEN	STATUS	COMMENT
1			
2			
3			
4			
5			

WEEK 2			
PRIORITY	COMMITMENT / ACTION TO BE TAKEN	STATUS	COMMENT
1			
2			
3			
4			
5			



WEEK 3			
PRIORITY	COMMITMENT / ACTION TO BE TAKEN	STATUS	COMMENT
1			
2			
3			
4			
5			

WEEK 4			
PRIORITY	COMMITMENT / ACTION TO BE TAKEN	STATUS	COMMENT
1			
2			
3			
4			
5			

WEEK 5			
PRIORITY	COMMITMENT / ACTION TO BE TAKEN	STATUS	COMMENT
1			
2			
3			
4			
5			

WEEK 6			
PRIORITY	COMMITMENT / ACTION TO BE TAKEN	STATUS	COMMENT
1			
2			
3			
4			
5			



WEEK 7			
PRIORITY	COMMITMENT / ACTION TO BE TAKEN	STATUS	COMMENT
1			
2			
3			
4			
5			

WEEK 8			
PRIORITY	COMMITMENT / ACTION TO BE TAKEN	STATUS	COMMENT
1			
2			
3			
4			
5			

WEEK 9			
PRIORITY	COMMITMENT / ACTION TO BE TAKEN	STATUS	COMMENT
1			
2			
3			
4			
5			

WEEK 10			
PRIORITY	COMMITMENT / ACTION TO BE TAKEN	STATUS	COMMENT
1			
2			
3			
4			
5			



WEEK 11			
PRIORITY	COMMITMENT / ACTION TO BE TAKEN	STATUS	COMMENT
1			
2			
3			
4			
5			

WEEK 12			
PRIORITY	COMMITMENT / ACTION TO BE TAKEN	STATUS	COMMENT
1			
2			
3			
4			
5			

WEEK 13			
PRIORITY	COMMITMENT / ACTION TO BE TAKEN	STATUS	COMMENT
1			
2			
3			
4			
5			