



# Business Goals for End Quarter \_\_\_\_\_ of Year \_\_\_\_\_

## QUARTERLY Summary Sheet



INSTRUCTIONS: Referring to your **Annual Business Goals Year-at-a-Glance Summary Sheet**, consider and identify your Quarterly Goals using the worksheet below.

Quarterly Focus _____ <b>Top 7 Goals</b>	How Important	Goal Completion Date/Measure			Complete	KEY ACTIONS:
		Minimum	Target	Extra ordinary		
1.	..... / 10				Y / N	• • •
2.	..... / 10				Y / N	• • •
3.	..... / 10				Y / N	• • •
4.	..... / 10				Y / N	• • •
5.	..... / 10				Y / N	• • •
6.	..... / 10				Y / N	• • •
7.	..... / 10				Y / N	• • •