

**Goal:** \_\_\_\_\_

Person/Department Responsible: \_\_\_\_\_ Year: \_\_\_\_\_

Challenge: \_\_\_\_\_ Help: \_\_\_\_\_

Key Actions/Habits: \_\_\_\_\_

**1<sup>st</sup> QUARTER** Title: \_\_\_\_\_

Goal: \_\_\_\_\_

Challenge: \_\_\_\_\_

Help: \_\_\_\_\_

Key Actions: \_\_\_\_\_

**JANUARY** Goal: \_\_\_\_\_

Key Actions: \_\_\_\_\_

**FEBRUARY** Goal: \_\_\_\_\_

Key Actions: \_\_\_\_\_

**MARCH** Goal: \_\_\_\_\_

Key Actions: \_\_\_\_\_

**2<sup>nd</sup> QUARTER** Title: \_\_\_\_\_

Goal: \_\_\_\_\_

Challenge: \_\_\_\_\_

Help: \_\_\_\_\_

Key Actions: \_\_\_\_\_

**APRIL** Goal: \_\_\_\_\_

Key Actions: \_\_\_\_\_

**MAY** Goal: \_\_\_\_\_

Key Actions: \_\_\_\_\_

**JUNE** Goal: \_\_\_\_\_

Key Actions: \_\_\_\_\_

**MID YEAR MILESTONE & DECISION:** \_\_\_\_\_

**3<sup>rd</sup> QUARTER** Title: \_\_\_\_\_

Goal: \_\_\_\_\_

Challenge: \_\_\_\_\_

Help: \_\_\_\_\_

Key Actions: \_\_\_\_\_

**JULY** Goal: \_\_\_\_\_

Key Actions: \_\_\_\_\_

**AUGUST** Goal: \_\_\_\_\_

Key Actions: \_\_\_\_\_

**SEPTEMBER** Goal: \_\_\_\_\_

Key Actions: \_\_\_\_\_

**4<sup>th</sup> QUARTER** Title: \_\_\_\_\_

Goal: \_\_\_\_\_

Challenge: \_\_\_\_\_

Help: \_\_\_\_\_

Key Actions: \_\_\_\_\_

**OCTOBER** Goal: \_\_\_\_\_

Key Actions: \_\_\_\_\_

**NOVEMBER** Goal: \_\_\_\_\_

Key Actions: \_\_\_\_\_

**DECEMBER** Goal: \_\_\_\_\_

Key Actions: \_\_\_\_\_

Yearly considerations for \_\_\_\_\_

**Qtr 1: January - \_\_\_\_\_ February - \_\_\_\_\_ March - \_\_\_\_\_**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Qtr 2: April - \_\_\_\_\_ May - \_\_\_\_\_ June - \_\_\_\_\_**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Qtr 3: July - \_\_\_\_\_ August - \_\_\_\_\_ September - \_\_\_\_\_**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Qtr 4: October - \_\_\_\_\_ November - \_\_\_\_\_ December - \_\_\_\_\_**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Consider breaking down annual and monthly goals into weekly goals. Also consider listing important events (conferences or maybe birthdays), or bills (memberships, certifications, registrations, or taxes).