

Name	
Role	

Remember to try and make the goals "SMART"
(Specific, Measurable, Attainable, Relevant, Timely)

Goal/Objective	Measure of Success	Target Completion Date(s)	Status
Reconcile Budget & Expense statements within a week of receipt from XXX Office	Record of weekly reports	regular ongoing activity (Operational Goal)	Check-in with supervisor during scheduled one-on-one meetings
Schedule & Meet with each supervised employee on a bi-weekly basis	Calendar/Record of scheduled meetings	regular ongoing activity (Operational Goal)	Check-in with supervisor during scheduled one-on-one meetings
Remove snow from, and salt walkways and building entrances at the start of each shift	Checked by supervisor	regular ongoing activity (Operational Goal)	Check-in with supervisor during scheduled one-on-one meetings
Improve customer service by having every phone call answered by an office representative and answered by the 3rd ring.	Report by employee, observation by supervisor	regular ongoing activity (Quality Goal)	Check-in with supervisor during scheduled one-on-one meetings
Design & implement use of spreadsheet by February 1, 2009, to track loan of departmental audio-visual resources	On February 1, 2009, a spreadsheet will exist.	February 1, 2009 (Innovative Goal)	Ongoing communication with supervisor related to project status so that any issues/problems are immediately identified.
Join Toastmasters to improve personal communication skills by December 20, 2008.	Will be a Toastmaster member by December 20, 2008.	December 20, 2008 (Personal Development Goal)	Ongoing communication with supervisor, status update