

GOAL TRACKING GUIDE

Monitor and Implement Your Company's Strategic Plan

OVERVIEW

Monitor and implement your company's strategic plan using the goal tracking guide.

DIRECTIONS

Discuss goals set at the last meeting. Choose one goal to implement for the next three months. Map it out below.

1. Goals met to date, if applicable (list from previous meetings/discussions)

2. Mutually agreed upon goal for employee (manager and employee complete together)
The goal is:

3. What is the deadline?

4. How is progress tracked?

5. Why is this important? What will happen because this goal is completed?

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6. Employee Completes:

Is this within your control? Yes No

Why or why not?

7. Is this goal interesting to you? Yes No

Why or why not?

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