

Goals Planner

Focus Area: Career

Date: April 200X

<i>Short Range Goals (up to three months)</i>	Target Date	Needs Design
1. <u>Implement Act Lead management system</u>	<u>April 30</u>	<input type="checkbox"/>
2. <u>Get Certification</u>	<u>May 15</u>	<input checked="" type="checkbox"/>
3. <u>Collect 100 referrals</u>	<u>May 15</u>	<input checked="" type="checkbox"/>
4. <u>Implement Personal Empowerment Process</u>	<u>May 31</u>	<input checked="" type="checkbox"/>
5. _____	_____	
6. _____	_____	
7. _____	_____	
<i>Medium Range Goals (three months to one year)</i>		
1. <u>Average 125% of quota</u>	<u>July 1</u>	<input checked="" type="checkbox"/>
2. <u>Get a part-time assistant</u>	<u>January 1</u>	<input type="checkbox"/>
3. _____	_____	<input type="checkbox"/>
4. _____	_____	<input type="checkbox"/>
5. _____	_____	<input type="checkbox"/>
6. _____	_____	<input type="checkbox"/>
7. _____	_____	<input type="checkbox"/>
<i>Long Range Goals (one year or more)</i>		
1. <u>Average 150% of quota</u>	<u>Next Spring</u>	<input type="checkbox"/>
2. <u>Get a full-time assistant</u>	<u>Next Summer</u>	<input type="checkbox"/>
3. _____	_____	<input type="checkbox"/>
4. _____	_____	<input type="checkbox"/>
5. _____	_____	<input type="checkbox"/>
6. _____	_____	<input type="checkbox"/>
7. _____	_____	<input type="checkbox"/>