

Goals On Target Template

	Objective 1	Objective 2	Objective 3	Objective 4	Objective 5
	Specific Goal Here				
	Description of objective and desired outcome goes here	Description of objective and desired outcome goes here	Description of objective and desired outcome goes here	Description of objective and desired outcome goes here	Description of objective and desired outcome goes here

MUST-DO LIST FOR THE WEEK OF -Month-Date Range

1	6 specific action steps to be taken to achieve goal					
2	Block work time off on your time block schedule					
3	Some weeks one objective may have more steps than others					
4	Fill out the steps in the order they need to be completed					
5	Review and prioritize the most important action steps					
6	Create a NEW 'Steps' sheet weekly as the Objective proceeds					

TASKS NOT COMPLETED THIS WEEK

1					
2					
3					

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