



MY ANNUAL GOALS

Business:

1. _____
2. _____
3. _____

Personal:

1. _____
2. _____
3. _____

MY MONTHLY GOALS

Business:

1. _____
2. _____
3. _____

Personal:

1. _____
2. _____
3. _____

MY WEEKLY GOALS

Week 1 Goals & Activities-

Week 2 Goals & Activities-

Week 3 Goals & Activities-

Week 4 Goals & Activities-



LMS Worksheet Instructions:

1. Write in your Long-Term (i.e.- 12 month) goals
2. Break down the Long Term goal into 1 month increments. Write-in your 1 month goal that is linked to the Long-Term goal.
3. Break down your 1 month goal into 1 week increments. Write-in your 1 week goals spread out across the 4 weeks of the month.
4. Write in projected activities you will engage in each week to achieve your weekly goal. THESE ARE PROJECTED ACTIVITIES. . . YOU MAY ADJUST THEM AS NEEDED.
5. Choose 1 day each week to reflect on the goals, your progress, and your activities to meet your goals. Some people like Friday (at end of week), others like Sunday evening (before start of new week). Be intentional, be consistent.
 - a. In addition to using the time to plan for the upcoming week, reflect on the goal you set for the previous week.
 - i. Were you able to meet your goal?
 - ii. If not, what got in your way? (unforeseen emergencies, distractions, new work, poor time forecasting, took on too much, etc)
 - iii. What could you do differently this week to move closer to the goal?

***Feel free to adjust the layout of this template. The power is in the *function* of the tool, not its form.**



LMS WEEKLY 1:1 MEETING AGENDA

1. What were your goals last week?
2. How did you do? (cross off activities accomplished, move others forward)
3. How do you feel about that?
4. Based on how you did, what is your new goal and what do you need to do now?
5. Is there anything that might keep you from meeting these new goals?
6. If necessary, let's identify training solutions that will support those job goals.