**GOAL TEMPLATE**

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| --- | --- | --- |
| **Focus area:** | | **Due Date** |
| **Goal statement:** | |  |
| **Plan for measuring overall goal success** – H*ow will you know that you have achieved the results you want? Use data.* | | |
| **Specific strategies and steps to meet your goal:** | **Measure** *(How will you know the strategies and steps have been completed?)* | **Due Date** |
| **Strategy 1:** |  |  |
| Action step: |  |  |
| Action step: |  |  |
| Action step: |  |  |
| **Strategy 2:** |  |  |
| Action step: |  |  |
| Action step: |  |  |
| Action step: |  |  |
| **Strategy 3:** |  |  |
| Action step: |  |  |
| Action step: |  |  |
| Action step: |  |  |
| **Annual progress notes** | | |