|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example Goal Document** | | | | | |
| **Goal (objective) (What)** | Action Steps (How) | Responsible Person (Who) | Measured by | Due Date (when) | Status |
|  |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |