Employee's Name: _____ Employee Number: _____

SETTING NEW GOALS, OBJECTIVES, PROJECTS, AND ASSIGNMENTS

Goals must be specific, measurable, achievable, results oriented and time sensitive (SMART).

1. **Goal/objective/project/assignment**

Results Achieved

2. **Goal/objective/project/assignment**

Results Achieved

3. **Goal/objective/project/assignment**

Results Achieved

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