

5 Minute Goal Planning

Goal Title:

Start Date:

Finish Date:

Purpose of the Goal?

Desired results of this Goal?

- 1.
- 2.
- 3.

How does this Goal advance your most important priorities?

What one factor is most important to the achievement of the Goal?

Resources needed to accomplish the Goal? (people, information, equipment, materials, etc.)

- 1.
- 2.
- 3.

What is the total cost to accomplish the Goal?

What is my immediate next step?

Additional comments