

Goal Setting and Progress Evaluation Template

General Information

Name:

Enter your name

Evaluation Period:

e.g., Jan 2024 - Jun 2024

Reviewer (if any):

Enter reviewer name

Goal Details

#	Goal	Start Date	Target Date	Measurement Criteria	Status
1	Describe your goal			How will success be measured?	Not Started
2	Describe your goal			How will success be measured?	Not Started

Progress Evaluation

Achievements & Highlights:

Summarize progress and key accomplishments

Challenges & Obstacles:

Describe major challenges faced

Next Steps / Adjustments:

Outline next actions or strategy changes

Important Notes

- Goals should be specific, measurable, achievable, relevant, and time-bound (SMART).
- Update progress regularly to ensure goals stay aligned with overall objectives.

- Use measurement criteria to objectively assess goal completion.
- This document can serve as a basis for performance reviews and personal development discussions.
- Open communication and honesty enhance the usefulness of this template.