

Quarterly Goals

Purpose:

To break down the big goals into quarters

Guidelines:

- Keep to the big goals, so the 4 primary goals plus any others you want to highlight/break down
- High level achievements for each quarter that lead you to accomplishing the big goal in the timeline you have set
- Don't get hung up on making it perfect. You will change this as you go throughout the year but need to start with a high level plan to achieve your goals in the timeframe you have set yourself

Template instructions:

- Write the 4 primary goals into the first 4 boxes
- Use the last two to highlight any other big goals you want to highlight/breakdown
- Can be in categories such as personal, work etc or just pull out a specific goal
- Write the things you need to accomplish each quarter to complete your goal