

GOAL PROGRESS SHEET

NAME: _____

Goal #: _____

Check appropriate one or both: Employee Goal: _____

Supervisor Goal: _____

Statement of Goal:

Initial Target Completion Date: _____

PROGRESS UPDATES

DATE	PROGRESS ATTAINED	INDICATE ANY MODIFICATIONS OF GOAL OR TARGET COMPLETION DATE

Indicate if goal was attained: Yes: _____ No: _____

Date: _____ Supervisor's Signature: _____