



EMPLOYEE	DATE UPDATED



PRIORITIES – “WHAT NEEDS TO GET DONE FIRST”

TOP THREE (3) TIER IV GOALS FOR ADVANCING ONSELF, THE TEAM, OR THE INDUSTRY

THESE ITEMS ARE EVALUATED DURING PERFORMANCE REVIEWS

THESE ITEMS MAY BE TAKEN FROM THE **REPOSITORY**

- 1.
- 2.
- 3.

TARGETED PLAN – “TAKE SMALL STEPS”

TOP THREE (3) PENDING TASKS OR TO-DO ITEMS YET TO BE FULFILLED

THESE ITEMS ARE EVALUATED DURING EACH COLLABORATIVE CYCLE.

THESE ITEMS WILL TRANSITION TO **ACCOMPLISHMENTS** OR IDENTIFY **BARRIERS** IN COMPLETION.

- 1.
- 2.
- 3.

ACCOMPLISHMENTS – “WHAT YOU’VE DONE!”

ALL COMPLETED PLANNED OR UNPLANNED GOALS, TASKS, OR TO-DOS

THESE ITEMS ARE EVALUATED DURING EACH COLLABORATIVE CYCLE.

LIST ALL APPLICABLE ACCOMPLISHMENTS.

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CONNECTIONS – “WHO ARE THE MENTORS & LEADERS”

NEW CONTACTS OR RESOURCES NECESSARY FOR GOALS, PENDING TASKS, TO-DO ITEMS

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BARRIERS – “WHAT’S IN OUR WAY”

TOP THREE (3) OBSTACLES HINDERING OR DELAYING GOALS, PENDING TASKS, OR TO-DO ITEMS

THESE ITEMS ARE EVALUATED EVERY COLLABORATIVE CYCLE

THESE ITEMS MAY BE TAKEN FROM THE REPOSITORY OR MAY BE IDENTIFIED DURING THE **TARGETED PLAN**

- 1.
- 2.
- 3.

ISSUES LIST REPOSITORY – “LET’S KEEP TRACK”

A COMBINED LIST OF ISSUES WHICH PROVIDE OPPORTUNITIES FOR GROWTH BY DIRECTING INITIATIVES

THESE ITEMS PROVIDE DIRECTION WHEN IDENTIFYING THE SCOPE OF **PRIORITIES AND TARGETED PLANS**

THESE ITEMS ARE EVALUATED PERIODICALLY BY ADMINISTRATION

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