

I'm not robot!





## Performance Evaluation Form

Revised as of October 2009

EMPLOYEE INFORMATION			
Employee Name		Position	
Supervisor Name		Department	
Date of Hire	Review Period Covers (MM-DD-YY) From: To:	Date of Review	Type of Review <input type="checkbox"/> Annual <input type="checkbox"/> Mid-Year

**Rating Instructions:** State the ratings where applicable in whole numbers (1, 2, 3, 4, or 5) in accordance with the below definitions. Comments on all ratings are encouraged. For ratings of 1 or 5, comments with specific examples are required.

RATINGS & DEFINITIONS	
5	<b>Outstanding</b> Consistently exceeds expectations. Performance is above and beyond the expectations for the position and the individual's education and/or experience level. Consistently attains a high level of contribution and accomplishments across a broad range of areas.
4	<b>Above Expectations</b> Consistently meets and frequently exceeds expectations. Performance is above that which would normally be expected considering the individual's education and/or experience level. Accomplishments are often significant and beyond the scope of the job.
3	<b>Meets Expectations</b> Consistently meets expectations. Performance is as expected and sometimes beyond expectations considering the individual's education and/or experience level. Performance is consistent and the individual can work independently with an appropriate amount of supervision.
2	<b>Below Expectations</b> Consistently meets only the minimum requirements. Performance is usually satisfactory, but can be improved through development and experience. Individuals require more supervision considering their education and/or experience level.
1	<b>Unsatisfactory</b> Consistently fails to meet expectations. Performance is below reasonable expectations for the position considering the individual's education and/or experience level. Immediate and substantial improvement is necessary.

### Section I: Goal Setting and Evaluation of Performance Against Goals & Objectives

In support of Excellence for All, we have agreed upon the following goals and objectives which should:

- Reflect a summary of your position's key responsibilities; and
- Be linked and in alignment to support the overall goals and strategies of Seattle Public Schools.

Employee Instructions	Manager Instructions
Comment on your achievement of the results of each key performance goals and objectives, providing specific examples of accomplishments and challenges faced during this review period, and then complete the rating under the boxes marked "E".	Review the employee's comments and explanation of results, provide feedback on the results of the key performance goals and objectives, and then complete the rating under the boxes marked "M".

I. KEY GOALS & OBJECTIVES FOR THIS REVIEW PERIOD				
SMART Goals	Performance Measures	Target Date	Achieved (Yrs, No, In Progress)	Rating (Emp, Manager)
				E: M:



## Market Research Brief

Here is a checklist of points to include in your research brief:

- Background**
  - What has happened to make the brief necessary?
  - How does this piece of work fit in with other potential initiatives within the organisation?
  - What has already been done?
  - What do you already know/not know?
- Business objectives**
  - Describe your business objectives, for example, in terms of sales and profitability, market share, growth in customer base
- Project objectives**
  - What is the purpose of/expected outcome from conducting this piece of work (eg to answer particular questions, focus new product development)?
  - What decisions will be made on the basis of the work undertaken?
- Stakeholders**
  - Who are the key stakeholders; what interest do they have in this project and how might they want to be involved?
- Research objectives**
  - What are your over-arching research objectives and what specific information should be provided or knowledge gaps addressed?
- Guidelines**
  - Envisaged methodology**
    - Provide guidance on the nature of work that should or should not be undertaken?
    - What are the priorities?
  - Sample and location**
    - What countries/areas, markets, customer groups should be covered/receive most attention? For quantitative research, please include the sample size
  - Stimulus**
    - Describe any specific inputs?
  - Timing and costs**
    - What time constraints for the project?
    - What is driving any time constraints eg board meeting presentation?
  - Deliverables**
    - What should the project deliver?

# Getting Things Done with SMART Goals

## I want to ...

- Experience less stress and anxiety
- Concentrate and remember more effectively
- Experience greater self-confidence
- Perform better and achieve more
- Be happier and more satisfied

# SMART goals can help

## What makes a goal SMART?

You do! By thinking carefully about what you want to achieve and determining a clear course of action, you'll have a better understanding of what your goals really are and how you can achieve them.

## Here's how to make SMART goals:

**S Specific**  
State exactly what you want to achieve. Can you break a larger task down into smaller items?

**M Measurable**  
Establish clear definitions to help you measure if you're reaching your goal.

**A Action-Oriented**  
Describe your goals using action verbs, and outline the exact steps you will take to accomplish your goal.

**R Realistic**  
Give yourself the opportunity to succeed by setting goals you'll actually be able to accomplish. Be sure to consider obstacles you may need to overcome.

**T Time-Bound**  
Now much time do you have to complete the task? Decide exactly when you'll start and finish your goal.

### example

*I'm going to read Chapter 5 and answer the ten practice questions at the end of the chapter. This assignment is due on Thursday, so I'll preview and read the chapter by Wednesday. This will give me enough time to work on the homework from 7-9 p.m. so I can watch a movie with my friends at 10 p.m.*

### Now take a goal of your own and make it SMART

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## CASH FLOW PROJECTION (6 MONTH) ABBREVIATED FORM

CASH IN	Jan	Feb	Mar	Apr	May	Jun
Lawn Care Deposits						
Pre-Play Deposits						
Miscellaneous Deposits						
<b>1. TOTAL CASH IN</b>						
<b>CASH OUT</b>						
Advertising/Marketing						
Auto/Truck Payments						
Equipment Rental						
Gas/Oil						
Insurance						
Inventory Purchases						
Interest on Credit Line						
Licenses						
Loan Payments						
Office Expenses						
Payroll						
Postage						
Professional Fees						
Rent						
Repairs						
Telephone						
Training						
Uniforms						
<b>2. TOTAL CASH OUT</b>						
<b>3. Cash Flow for Month (#1) Minus (#2)</b>						
<b>4. Starting Cash Position</b>						
<b>5. Ending Cash Position (#3) Plus (#4)</b>						

©NaturalLaw of America, Inc. Cash Flow Projection 1991-2015

**Appendix 3 Report of Mentor Meeting**

1. Name of mentee	
2. Name of mentor	
3. Date of meeting	
4. Location of meeting	
5. Agenda	
6. Summary of discussion	
7. Action items	
8. Date of next meeting	
9. Other notes	

What should I write for goals and objectives. How to create goals and objectives. What to write for goals and objectives.

By Kent Tukeli Updated June 27, 2018 Engineers are a significant source of technological innovation and expertise. They focus their brainpower on solving problems through the application of science and mathematics, discovering new ways to make life better for the general public. The goals and objectives of engineers revolve around creating processes and designs, as well as maintenance and operations duties in a variety of different disciplines. Technology, including hardware and software, takes different inputs, such as information, materials and energy, before putting those materials through a process that results in the desired outcome. The functions that turn inputs into outputs are often complicated, requiring the simplification of these processes into a user interface that is easy to replicate and understand. For example, software that renders images in three dimensions performs many mathematical calculations to obtain the desired result. Instead of doing the calculations for themselves, artists access complicated rendering algorithms through software that translates input from keyboards, mice and drawing pads into a 3D image. Engineers engage in process modeling to make complicated procedures easily accessible. Engineering design goals focus on problems through the application of creative thinking using scientific and mathematical principles. Engineers start by clearly defining the problem – like how to support a walkway that will connect two buildings 50 feet above the ground – and formulating different ideas and approaches to a solution. They create designs based on these ideas, selecting the approaches that are most likely to succeed and easy to implement. Designs lead to the construction of prototypes, which are then tested to ensure effectiveness. The final goal of the design process is production, where the product faces approval. Engineers use their specialized expertise to ensure that technological operations proceed as planned. They teach people how to operate and maintain technology through training programs and explanatory manuals. When necessary, they also repair and use technologies that workers with less familiarity and skill are unable to handle. As such, their knowledge leads to the safe and productive use of technology. Engineers also contribute to efforts that make sure work sites comply with all government rules and regulations, including safety, labor and environment laws. The goals and objectives of engineers change according to the genre of technology with which they work. Environmental, biomedical, agricultural and chemical engineers benefit people by developing medicine, fertilizers or more efficient farming practices. Petroleum and nuclear engineers focus mostly on energy related concerns, including safely managing nuclear reactions in power plants and synthesizing more efficient fossil fuels. Industrial, materials, civil and mechanical engineers design different types of construction processes, including office buildings, roads, robotics and lightweight yet sturdy materials, such as Kevlar body armor. Every individual has their own goal in life, whether for personal or career matters. To know if a goal is achievable, one must keep a tracker of your objectives and yearly, weekly, monthly, and quarterly progress. A goal tracking template is helpful for an employee, student, team, or anyone for goal setting. With the objectives and goal lists, you can create a planner Blank Spreadsheet for monitoring a business, habit, and life achievements. 200,000+ FREE & Premium Templates Beautifully Designed, Easily Editable Templates to Get your Work Done Faster & Smarter. You can also see Budget Tracking Templates. There are Worksheet Template samples in Word, Excel, or PDF Format offered by the goal tracking template for free. These samples are downloadable, so you can now customize them before printing. These Tracking Templates will help people become conscious of their smart goals and journal writing. Employee Absence Tracking Template in iPagesDetailsFile FormatSize: A4. USDownloadGoal Sheet Excel TemplateDetailsFile FormatMS ExcelMS WordPagesNumbersSize: A4. USDownloadDetailsFile FormatMS WordGoogle DocsGoogle SlidesMS ExcelPowerPointPDFSize: A4Downloadfema.govworkabilityutah.orgthepraxisproject.orgparentsasteachers.orgfamilymed.orgThe Daily Goal Tracker Template is created and developed by professionals to help you define your goals, missions, and vision in life with great ease. All of these templates are segmented into various fields and sections to ensure that you stay determined, organized, and focused while carrying out various activities to achieve a pre-defined goal.financeintheclassroom.orgideabridge.com Capture your best moments with our premium photo album templates. DOWNLOAD THE TEMPLATES NOW. When it comes to setting goals, planning action steps, and tracking progress, there are a few options for organizing the process, including detailed planning worksheets, online tools, traditional calendars, and good old pen and paper. One of the easiest ways to get started is to use a goal planning template that you can customize to suit your needs. Included on this page are 17 free templates for Microsoft Excel and Word, PDF, and Google Docs, such as templates for business uses, general goal planning and tracking, and personal use cases. Download Project Goals and Objectives Template Excel | Word | PDF This S.M.A.R.T. goals template for Excel is designed for planning a project goal and one or more objectives. State your primary goal in two to three sentences to ensure that it is clearly defined. Then, follow the S.M.A.R.T. process to outline the actions, metrics, tools required, and other details. This worksheet provides an easy-to-use layout to further simplify the planning process. Business Goals Template Download Business Goals Template Excel | Word | PDF Use this business goals setting template to quickly identify top priorities, short- and long-term goals, and issues that need to be addressed. This template is available in Excel, Word, and PDF, and provides a quick overview that can then be expanded upon as you create action plans for different goals. Consider using this as a communication tool to include in presentations, team meetings, or monthly reports. Action Plan Template Download Action Plan Template Excel | Word | PDF Set daily goals and create a schedule of tasks that you can mark as complete as you accomplish each one. This is a simple way to organize your day and break down goals into manageable steps. Prioritize tasks in order of importance to ensure that you don't overlook your top goals. This Excel/Word/PDF template can also be used as a basic to-do list or event planning tool. Download Life Goals Worksheet Excel | Word | PDF This life goals worksheet provides separate sections for short-, mid-, and long-term goals to help you plan ahead and create a gradual staircase of goals to climb. You can set objectives related to career, finances, and personal endeavors to translate your dreams into fully realized actions. Taking time to think through life goals is a great opportunity to assess what your most important goals are and how and when you want to achieve them. Use this template (available in Excel, Word, and PDF) as a planning tool and reminder of your long-term vision. Financial Goals Worksheet Download Financial Goals Worksheet Excel | Word | PDF Whether you want to pay off debt, save for retirement, or plan a future vacation, this template is designed to help you clarify financial goals, identify potential obstacles, and list clear action steps to help you succeed. Setting measurable goals and giving yourself a timeline will make it easier to create a realistic action plan and track ongoing progress. This worksheet, available in Excel, Word, and PDF, can serve as a brainstorming tool for defining and prioritizing your financial goals. Student Goals Template Download Student Goals Template Excel | Word | PDF This template can be used by younger students in the classroom, college students planning for the future, or families helping children learn how to set and work toward goals. Simply edit the template to focus on school subject areas, learning new skills, improving grades, improving study habits, or other goals. Available in Word and PDF, this tool may help students identify strengths and weaknesses and organize goals into manageable steps. Career Goals Template Download Career Goals Template Excel | Word | PDF Create strategies for professional development or a career change with this Word or PDF template that helps you identify skills, interests, experience, or achievements that you want to attain. Consider how certain steps might advance your business or career, where you'd like to be in five or 10 years, and other important questions related to work life. You can use this template for setting both long-term goals and short-term actions related to career development and satisfaction. Weight Loss Goal Tracker Template Download Weight Loss Goal Tracker Template If you're working toward a weight loss goal, this template may provide both accountability and motivation as you keep track of your progress. As with any goal, the actions you take will determine the outcome, so including a specific plan related to fitness or diet will provide clear steps for reaching your goal weight. This Excel template will automatically calculate your weight loss based on the numbers entered, so you can compare your daily or weekly weight to your goal. Procrastination Management Worksheet Download Procrastination Management Worksheet Word | PDF Procrastination not only interferes with time management, staying organized, and maintaining a schedule, but can also make it much harder to reach goals. If you're struggling to meet certain objectives, follow your action plans, or stick to the timelines set for certain goals, use this Word worksheet to determine where procrastination might be getting in the way. This is essentially a worksheet to help you create strategies and set goals for dealing with procrastination so that you can work toward the goals that matter most. It's also designed to help you evaluate the impact of your actions (or inaction) and the importance of certain tasks. A goal is generally defined as

something that an individual or group is trying to achieve. Both short- and long-term goals may need to be broken down into a set of tasks — doing so essentially turns one goal into several mini-goals. These tasks, or action steps, or action items, or action points, or action goals, are often referred to as objectives. Objectives are measurable and specific actions that can be taken to achieve an end result. They are often planned and carried out on a shorter-term basis and may be designed to help an individual, group, or organization reach a broader, long-term goal. The terms goal and objective are often used interchangeably and both refer to an aim or desired outcome that a person or group hopes to accomplish. However, goals often point to a larger purpose, a long-term vision, or a less tangible result, whereas objectives tend to be time-limited, measurable actions with tangible outcomes that help push progress toward broader goals. The S.M.A.R.T. approach to handling goals came out of the corporate world in the early 1980s. It describes a method for setting and working toward goals, and the acronym stands for the following: Specific: Clearly define goals as succinctly as possible. Measurable: Identify metrics for measuring progress and success. Achievable: Set realistic goals that can be completed within specific parameters. Relevant: Ensure that goals are worth pursuing. Time-Bound: Assign deadlines to goals and related action steps. Using the S.M.A.R.T. framework for managing goals and objectives can help you examine the motivation behind pursuing a certain goal. It can also help you determine what resources will be required to reach that goal. The S.M.A.R.T. guidelines break down the goal planning process into clear steps so that vital questions can be answered efficiently. What exactly needs to be accomplished? How will you know when your goal has been reached? What is the timeline, and who is responsible for the different actions required to reach the goal? S.M.A.R.T. goals may be especially useful when dealing with complex goals that need to be broken down into multiple, actionable steps that you delegate to various team members and track over time. This framework can also be combined with other strategic planning by analyzing strengths and weaknesses, identifying internal and external resources, and evaluating risk. Planning for potential problems and tracking metrics closely can help reduce risk, keep progress on track, and increase the chances of reaching a goal by the desired completion date. Here are a few tips to keep in mind as you set goals and create plans for reaching them: Start Small and Build on Success: Whether you're aiming to retire by a certain age, lose 50 pounds, or grow business profits over a five-year period, create a plan that starts with steps you can take now. Add benchmarks down the road so you have clear short-term steps to reach your ultimate goal — doing so provides a manageable ladder for you to climb and gives you ongoing gratification as you reach each objective leading to the end goal. Focus on the Most Important Goal: Dealing with the goals of a complex organization, long-term project, or even an individual life can feel overwhelming. In any situation, identify the most important goal — this will help you create an effective plan of action and prioritize other goals. Consider Both Lead and Lag Measures: Measuring key indicators is vital to tracking the progress and effectiveness of business endeavors. Leading and lagging indicators are both important measures of success, but each provides different information. Simply put, lead measures are drivers that can help you achieve a goal, while lag measures are outcomes; the former is predictive, while the latter provides information about a completed process. Lagging indicators offer measurable results that can be used to analyze progress. However, when planning business goals, it is vital to consider the leading indicators that may improve those outcomes. Keep Goals in a Visible Place: This is a simple tip that can go a long way toward maintaining focus and tracking progress. It could mean keeping files easily accessible, so updates are shared among stakeholders. Or, it could simply mean posting a printed sheet in your home office as a reminder of high-priority tasks that need to be completed or long-term goals that you are working toward. Consider Accountability as a Form of Motivation: Goals for work projects may have accountability built in via deadlines and performance reviews. But, when undertaking personal goals, it may help to choose an accountability partner or let friends and family know what goal you are working toward. Empower your people to go above and beyond with a flexible platform designed to match the needs of your team — and adapt as those needs change. The Smartsheet platform makes it easy to plan, capture, manage, and report on work from anywhere, helping your team be more effective and get more done. Report on key metrics and get real-time visibility into work as it happens with roll-up reports, dashboards, and automated workflows built to keep your team connected and informed. When teams have clarity into the work getting done, there's no telling how much more they can accomplish in the same amount of time. Try Smartsheet for free, today. Try Smartsheet for Free Get a Free Smartsheet Demo

1. **Define the goal.** Start by clearly defining what you want to achieve. Be specific and measurable. For example, instead of "I want to be successful," define success in terms of income, time, or other quantifiable metrics.

2. **Break it down.** Large goals can be overwhelming, so break them down into smaller, more manageable tasks. This will help you stay motivated and track your progress.

3. **Set a timeline.** Establish a realistic timeline for achieving your goal. This will help you stay on track and avoid procrastination.

4. **Stay motivated.** Keep yourself motivated by celebrating small wins and staying focused on the long-term benefits of your goal.

5. **Seek support.** Surround yourself with people who can provide encouragement, advice, and accountability.

6. **Stay flexible.** Be open to adjusting your plan as you learn more about what works best for you.

7. **Track progress.** Regularly check in on your progress to ensure you're staying on track and make adjustments as needed.

8. **Stay consistent.** Consistency is key to achieving your goal. Stick to your plan and stay committed to your goal.

9. **Stay positive.** Maintain a positive attitude and focus on the possibilities rather than the obstacles.

10. **Stay focused.** Avoid distractions and stay focused on your goal. This will help you stay motivated and achieve your goal faster.

11. **Stay organized.** Keep your tasks and deadlines organized to ensure you're staying on track.

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