

Writing FY2020 Goals

Use the format below to outline individual goals for FY2020. Share with your functional unit/department to ensure alignment with department goals.

What What you will achieve (include the why, as well, if possible)

How How you will complete the goal. Use behavioral, action-oriented terms, such as develop, write, plan, etc.

Who Identify all individuals involved in goal, including cross-functional teams.

When When will the goal be completed, or what are dates of goal deliverables/milestones.

To what extent What is the measure of success. How do you know the goal has been met. Quantitative and/or qualitative measures.

Goal #1

What	
How	
Who	
When	
To What Extent	

Goal #2

What	
How	
Who	
When	
To What Extent	

