

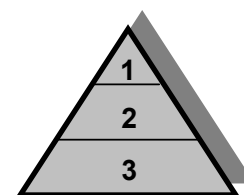
★ 3 KEY STEPS to SUCCESS over the NEXT 3 MONTHS ★

NAME:

MENTOR:

Date:

1. **Set up a Key Result Area (KRA)** - This is a FOCUS AREA for the next 3 months
2. **Set up Monthly Targets** to achieve the Key Result Area
3. **Set up Weekly 7 Day Goals** that will allow you to achieve Monthly Targets



With your Mentor set up the following:

1. KRA

A one off meeting to determine your 3 month FOCUS AREA.
Set up monthly targets. Meet time = approx. 60 minutes

ACTIONS

1. Completed Goal Planning Form(s)
2. Methods of measurement stated

2. Monthly Targets

Monthly Review meetings - time = 60 minutes

ACTIONS

1st Month:

2nd Month:

3rd Month:

1. Provide written progress reports on monthly targets
2. Discuss with Mentor progression against KRA
3. Use measurement tools
4. Update Goal Planning Forms as required

3. 7 Day Goals

Weekly Review meetings - time = 15 minutes

ACTIONS

Week 1

Week 2

Week 3

Week 4

Week 5

Week 6

Week 7

Week 8

Week 9

Week 10

Week 11

Week 12

Week 13

1. Weekly verbal report on 7 day goal completion
2. Discuss progress toward monthly target with Mentor
3. Set next 7 day goal in conjunction with Mentor