

KRA:

OUTCOME / *Plan your SMART outcome/goal*

S **M** **A** **R** **T**

Q1 **Q2** **Q3** **Q4**

KEY MOTIVATION / *What would be the benefit if this is achieved*

GOALS / *What do you need to do to achieve the outcome*

TIME ACTIVATE / *List the next steps you need to take to reach your goals*

2 WEEKS:

1 MONTH:

3-6 MONTHS: