****

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Goals in Office:**

**Goal 1:**

Goal:

Portfolios/Members Involved:

Problem(s) Encountered:

Outcome (Completed, Ongoing, Uncompleted):

Result (Changes Made):

Recommendation:

Year Specific Changes:

Other Comments:

**Goal 2:**

Goal:

Portfolios/Members Involved:

Problem(s) Encountered:

Outcome (Completed, Ongoing, Uncompleted):

Result (Changes Made):

Recommendation:

Year Specific Changes:

Other Comments:

**Goal 3:**

Goal:

Portfolios/Members Involved:

Problem(s) Encountered:

Outcome (Completed, Ongoing, Uncompleted):

Result (Changes Made):

Recommendation:

Year Specific Changes:

Other Comments:

*\* Copy and paste format of the goals list above to add additional goals for position.*

******

***Date Completed:***

**Tasks:**

**Task 1:**

Task:

Portfolios/Members Involved:

Problem(s) Encountered:

Result(s):

Recommendation(s):

Year Specific Changes:

Other Comments:

**Task 2:**

Task:

Portfolios/Members Involved:

Problem(s) Encountered:

Result(s):

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**Task 3:**

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Recommendation(s):

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Other Comments:

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Problem(s) Encountered:

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