

Goal Setting Template Sample

Client is coached to define own goals & priorities.

OFFICE AND INFORMATION TECHNOLOGY			
GOALS			
OIT1	Our office software is well managed, licensed and properly installed. Resources are available as needed.	I	S
OIT2	Our office hardware & network are well managed and properly installed. Resources are available as needed.	I	S
OIT3	Facilities and office layout efficiently meet our needs, and are documented.	I	S
OIT4		C	U
OIT5		I	S
OIT6		C	U
OIT7			
OIT8			
OIT9			
OIT10			

CLIENT DEFINES PRECISE MEANING FOR CLIENT ORGANIZATION.

Criticality: C - Critical I - Important N - Nice
Urgency: U - Urgent S - Soon L - Later

KEY REASONS FOR ACHIEVING THESE GOALS INCLUDE:

- ▶ Reducing Waste of resources &/or time,
- ▶ Developing Efficient Systems and Processes,
- ▶ Ensuring Compliance,
- ▶ Improving Productivity, etc.

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