**Goal Setting and Tracking Template**

This is an optional document to help staff plan, discuss, and finalize goals with their manager before adding to Ignite.

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| **Goal Name**  (Purpose of the goal.) | **Goal Description**  (What you will do and how you will do it, including action steps.) | **Success Criteria** (How you will measure success.) | **Anticipated Start Date** | **Target Completion Date** | **Status**  (Not Started,  In Progress, or Completed) |
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