

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

NAME:

MENTOR:

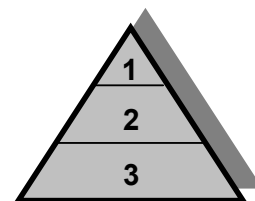
Date:

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

