

Annual Company Goals Planning Template

Company Overview

Company Name: _____
Year: _____
Prepared by: _____

Vision Statement

(Enter or update the company's vision statement here...)

Mission Statement

(Enter or update the company's mission statement here...)

Annual Goals Overview

Goal	Key Initiatives	Responsible	Due Date
e.g., Increase annual revenue by 15%	<ul style="list-style-type: none">Launch new product lineExpand to new region	Sales Manager	Q4

Key Performance Indicators (KPIs)

KPI	Target	Frequency	Owner
e.g., Monthly revenue	\$100,000	Monthly	Finance Team

Action Plan (Sample)

Action Step	Description	Owner	Deadline	Status
Conduct market research	Identify new market needs	Marketing Lead	Q1	

Notes & Next Steps

