

# Annual Performance Planning

Name

Position

Year

Department/Unit

## 1. Key Objectives

List your main objectives for the year...

## 2. Planned Activities

Describe planned activities to achieve objectives...

## 3. Success Measures

Objective	Success Measure	Target Date
<input type="text" value="Objective"/>	<input type="text" value="Measure"/>	<input type="text" value="MM/YYYY"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 4. Development Needs

Identify training or development required...

## 5. Additional Notes

Other comments or notes...