



**Employee Name:** Shahid Mahmood **Position:** Administrator **Date:**

**1) Objectives** (employee) What are your top 3 objectives for business success in the next 12 months? Focus on your top 3 objectives that contribute to the overall company and your team's objectives.

		Due Date/ Status
Objective 1	this is tested	15-10-2021
Objective 2	this is second objective	15-10-2021
Objective 3	this is third objective line 2 all is well all separate lines	15-10-2021 status 3

**2) Key Results** (employee) What outcomes define success for each objective? Objectives should be outcome based and will be measured by completion of each key results.

Objective 1		Due Date/ Status
Key Result 1	result1	15-10-2021
Key Result 2		15-10-2021
Key Result 3		15-10-2021

Objective 2		Due Date/ Status
Key Result 1	objective2 result1	15-10-2021
Key Result 2		15-10-2021
Key Result 3		15-10-2021

Objective 3		Due Date/ Status
Key Result 1		15-10-2021
Key Result 2	obj3 result 2	15-10-2021
Key Result 3		15-10-2021