**Goal Tracker**

**Steve Chapman**

**Short Term Goals to Achieve In The Next 12 Weeks**

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| * Increase phone communciation with clients on initial set up of European transport jobs to obtain the information that we need to collect the vehicle and also for setting up one day appointments – follow new procedure of initial phone call & back up email, then a futher phone call to chase. * Write email script responses for reg applications which are delayed. * Completed a revised version of the One Day Appointment video. * Order a new drone. * Increase social media posting. Work this team to diversife the content. * Ensure handovers are being completed with the strategy we discussed. |

**Long Term Goal To Work Towards**

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**Interim Meeting Date & Time 24/05/2023 – 9.45am**

**Signed By:**

**Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**