

Goal-Setting Worksheet

Captain _____
Team Name _____

Goals:

Walkers: _____
Dollars Raised: \$ _____
Personal Goal for Team Members: \$ _____

Strategic Plan

Check when DONE

- 1. Appoint co-team captains for all buildings/shifts/departments
Due Date: _____
Suggested people to ask: _____

- 2. Customize Online Team Page
Due Date _____

- 3. Announce involvement in company newsletter or on intranet.
Due Date _____

4. Recruitment activities

Activity	Date	Goal
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

5. Fundraising activities

Activity	Date	Goal
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

- 6. E-mail to all team members announcing team goals and activities
Date Due _____

- 7. Send thank you to all team members
Due Date _____