**My Milestones**

**Department/Unit:**

**Employee Name:**

Describe specific milestones that are essential to your role and indicate timeframe that is important to complete each milestone.

|  |  |
| --- | --- |
| **Daily** | **Timeframe** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Weekly** | **Timeframe** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Monthly** | **Timeframe** |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Quarterly** | **Timeframe** |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Annual** | **Timeframe** |
|  |  |
|  |  |
|  |  |