3T Form

|  |  |
| --- | --- |
| Employee’s Name |  |
| Today’s Date & Time | DATE | TIME |
|  |  |
|  |
| SMART Goal |  |
| **3 Timeframes** |
| Tomorrow |  |
| Two Weeks from today |  |
| Thirty Days from today |  |
| Next Meeting Date and Time | DATE | TIME |
|  |  |
| Notes |
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