3T Form

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| --- | --- | --- | --- | --- |
| 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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