



GUIDE TO QUARTERLY CHECK-IN

The **quarterly check-in** provides an opportunity to update progress on goal milestones, identify roadblocks and determine if additional assistance is needed. The framework below can be used to help prepare for the discussion about goals that were established during the annual discussion.

Goals	Milestones	Next Steps	Additional Notes
1.			
2.			
3.			
Status Quarter 2			
1.			
2.			
3.			
Status Quarter 3			
1.			
2.			
3.			
Status Quarter 4			
1.			
2.			
3.			