

TAB MONTHLY PROGRESS REPORT (MPR)

Member:	Date:	FYR end:
Personal Vision:		
A. Annual Objectives (Quantifiable objectives tied to your annual Business Plan; changes infrequently)		
1.		
2.		
3.		
B. Key metrics achieved – end of last calendar month	C. Key metrics achieved – YTD (Better / worse than plan)	
1.	1.	
2.	2.	
3.	3.	
D. Actions <u>completed last month</u>: (Results since last board meeting; focused on Business Plan strategies)		
1.		
2.		
3.		
E. Actions <u>to complete for next month</u>: (Deliverables by next board meeting; focused on Business Plan strategies)		
1.		
2.		
3.		
F. New Challenges/Opportunities/Changes in Environment: (Internally/externally that influence your decision making)		
G. My question and/or Critical Issue this month is: (Or, what support or input do I need from the board)		
H. By way of background the Board should know: (Relevant to the Critical Issue above; provides the context)		
I. Personal Development since last meeting: (The member is #1, the business supports the member’s vision/objectives)		

Always use **S.M.A.R.T.** Goals: Specific, Measurable, Actionable, **R**esponsible, **T**imelines