Background Introduction

Statistical Data

Statistical Data (Example below: This may not pertain to your department, but you should have some statistics for your department. You can also add if you have any major continued changes in services due to COVID-19)

<table>
<thead>
<tr>
<th>VISITS</th>
<th>EXAMS</th>
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</thead>
</table>

2022 (6 mo.)

2023 (6 mo.)
Your goals should be specific, measurable, achievable, relevant, and time bound (SMART)

Method

Goal 1:

Objective 1:
Progress:

Objective 2:
Progress:

Objective 3:
Progress:

(Add additional Goals and Objectives as needed)
Top 3-5 Suggestions/Solutions that Would Benefit Your Department in Achieving Objectives

1:

2:

3:

<table>
<thead>
<tr>
<th>Barriers/Challenges</th>
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</thead>
<tbody>
<tr>
<td>1) Operational Barriers</td>
</tr>
<tr>
<td>2) Operational Challenges</td>
</tr>
<tr>
<td>a. Resources</td>
</tr>
<tr>
<td>b. Staffing</td>
</tr>
<tr>
<td>c. Technical</td>
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<tr>
<td>d. Time Management</td>
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</table>
3) Work/Life Balance Barriers/Challenges

**GAPS Analysis**

Define what is important in your department:

Analyze where you are now and where you want to be by the end of the year:

Establish a strategic plan to close the gaps by the end of the year:

**Accomplishments**

1)