

Hi \_ \_ \_,

Below is what I'd like you to do in preparation for the beginning of Q\_.   
The aim is to help you and your team align with the goals we're working toward as a company.

First, consider that our company's three main goals for this year are to: \_ \_ \_, \_ \_ \_, and \_ \_ \_. So, we're striving to create a set of goals for your team that align with those. Consider these in the goals you set and projects you plan.

Second, take a look at my ideas below for the ways we achieve the goals.   
  
See if these line up with what you had in mind for the quarter. I'm interested in your opinion in the following document about what we can do to achieve those goals, and whether you think there's a better area for us to focus.

**{Insert customized Quarterly Goal Template Here}**

Please complete this by \_ \_ \_ and email it to me then. I'll schedule a meeting for us on \_ \_ \_ to review what you've done and finalize the goals for next quarter.

Thank you,

\_ \_ \_

*Copy and paste email draft*

**Example Email to Your Manager/Department Head**

After completing a Quarterly Goal Planning Document for each manager or department head, use this email to share the document with your team members. Not only will you reaffirm priorities and clarify your expectations, your team will feel encouraged to discuss their ideas with you.