KEY PERFORMANCE INDICATORS (KPI) TRACKER WORKSHEET TEMPLATE

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COMPANY NAME							
ADDRESS		CITY		STATE		ZIP	

In the sheet below, identify all the key metrics and the person responsible for collecting. You can adjust the time period to reflect weekly or quarterly results rather than monthly. Additional columns can be inserted to compare the results to a previous time period.

KEY METRIC	PERSON RESPONSIBLE	MONTHLY GOAL	MONTHLY ACTUAL	DIFFERENCE	COMPARISON W/ PREV PD

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