From: Gabrielle Harvey

Sent: Monday, January 31, 20XX 3:25 PM

To: _____; ____; ____; ____; ____; ____; ____;

Cc:

Subject: 20 Section Plan

Attachments: PE Strategy 20 ...doc

Hi everyone,

Here is the 20 section plan we discussed at the last section meeting. As usual, it is by no means a complete list of all the work we do, but a good overview of the highlights. Please pay particular attention to the short term objectives that we're all working towards. And please share it with the people you supervise.

Also, review the 20 Highlights: a very impressive list of accomplishments which Steve will be sending to our GM. Thanks for a very productive and successful year!

I've already asked some of you for this; I would like each of you to submit to me 3 to 5 measurable goals for your area of work, which grow out of our section goals and objectives. We'll discuss these at our Feb.1 or 8 update meeting.

Thanks.

Gabrielle