# Sales Goal Tracker

This document serves as a tool to track sales performance against defined targets. It allows sales teams and managers to monitor individual and team progress, stay aligned with revenue goals, and identify areas for improvement throughout the sales cycle.

## Sales Period

**From:** {startDate}     **To:** {endDate}

## Team Details

**Sales Team:** {teamName}

**Manager:** {managerName}

## Overall Sales Goal

**Target Revenue:** ${totalTarget}

**Achieved Revenue:** ${totalAchieved}

**Progress:** {progressPercentage}%

{#isTargetAchieved}

Congratulations! The sales target for this period has been **achieved**.

{/isTargetAchieved}

{^isTargetAchieved}

Warning: The sales target is **not yet achieved**. Please review individual contributions and strategize accordingly.

{/isTargetAchieved}

## Individual Sales Performance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Salesperson** | **Target** | **Achieved** | **% Completed** | **Remarks** |
| {#salespersons}{name} | ${target} | ${achieved} | {percentage}% | {remarks}{/salespersons} |

## Top Performers

{#topPerformers}

* **{name}**: ${achieved} ({percentage}%)

{/topPerformers}

## Key Notes / Observations

{notes}

## Next Steps

{#nextSteps}

1. {task}

{/nextSteps}