

**To:**

CA – ALL Associates

**Subject:**

Aim High! Enter your 2020 Goals into ADP by May 1

**Body:**

Dear Associates,

Have you entered your 2020 goals into ADP yet? Time is running out! You must input your 2020 goals into [ADP](#) by **Friday, May 1**.

Now is your opportunity to think about what's truly important to you and to create a roadmap for what you hope to achieve personally and professionally this year. **Your participation is essential in helping us foster an environment in which you are able to come to work and do, and be, your very best, every day. This includes ensuring we have the tools, programs and resources available to help you succeed in every way.**

This year, you will notice something a little different in ADP. In an effort to align our associates with our Blue Chips, **we've auto-populated three goals that revolve around safety, communication and customer experience.** Each goal will make up 5% of your weighted goals for a collective 15%. You may increase the weight of these goals; however, you may not decrease the weight below our baseline of 5% (each).

I encourage you to "Aim High" and think creatively about what you hope to achieve this year. Not sure of where to start? Consider using his [S.M.A.R.T. goals guide](#) on how to set achievable and measurable goals.

Should you have any questions, please do not hesitate to reach out to your manager or your Human Resources leader ([HumanResources.ca@fsresidential.com](mailto:HumanResources.ca@fsresidential.com)).

Sincerely,

Samantha Sullivan

VP, Human Resources, West Region