



GOAL PROGRAM TRACKER



PLAN PURPOSEFULLY. PRIORITIZE DAILY. EXECUTE CONSISTENTLY. ACHIEVE IMPACT.

NAME / ROLE: _____

MONTH / YEAR: _____

DEPARTMENT / TEAM: _____

REVIEW DATE: _____



MY GOAL

What do I want to achieve?



WHY

Why is this goal important to me and my work?



KEY RESULTS

How will I measure success?

1. _____
2. _____
3. _____
4. _____



TIMELINE

START DATE: _____

TARGET DATE: _____

MILESTONE DATE(S):

- _____
- _____
- _____



IMPACT

How will achieving this goal create impact?



I WILL ACHIEVE BECAUSE...

Write an affirmation or motivation for yourself.

KEY ACTIONS & PRIORITIES

What actions will move me closer to my goal?

WEEKLY ACTION TRACKER

MON

TUE

WED

THU

FRI

SAT

SUN

PROGRESS

(Weekly Review)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

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WEEKLY REFLECTION



What went well this week?



What challenges did I face?



What can I improve next week?



What is my focus for next week?



NOTES & LEARNINGS

- _____
- _____
- _____
- _____
- _____



TIME & ENERGY CHECK

What worked well with my time?

What drained my time or energy?



MONTHLY PROGRESS CHECK

At the end of the month, how close am I to my goal?



Key wins this month:

- _____
- _____
- _____



TOP PRIORITIES THIS MONTH

1

2

3



MY REWARD

When I achieve my goal, I will reward myself with:



FOCUS
on what matters



PLAN
with intention



EXECUTE
with discipline



ACHIEVE
meaningful results

*Progress is built daily.
Proud is earned.*