



Setting Goals by Solution: Daily Progress Tracking Form

Date: _____ Name: _____

This form is a simple way to plan your day and prepare yourself to get the most out of your time at work. It is also a way to keep track of & celebrate your progress so that you are energized for higher productivity each day. These documents tracked regularly are a way to monitor yourself and achieve you objectives faster than you may have ever thought possible, through simple daily disciplines.

1. What is your most important goal(s) this week? [Table with 2 columns and 1 row]

2. What steps if completed today would give you significant progress towards these goals. [Table with 2 columns and 2 rows]

3. What did you accomplish today that moved you toward these goals? 4. Why was this important? 5. Any further action necessary? [Table with 3 columns and 8 rows]