

The Goal Tracker Template

One place to see every goal, the milestones in between, and whether this month actually moved you forward.

Track the result and the work that gets you there.

Most goal trackers only record the result: pounds lost, dollars saved, books read. Results move slowly and a flat week feels like failure. This tracker records two things for every goal: the **result** you want, and the **actions** you control each week. When the result stalls, the actions tell you whether to be patient or change the plan.

Keep it to four goals or fewer. There are six slots because life is messy, not because six is a good number.

Pick a number for every goal. "Get fit" cannot be tracked. "Longest run in miles" can. If a goal has no number, count the actions instead: sessions done, pages written, calls made.

Update it weekly, not daily. Daily habits belong on a habit tracker. This one gets 10 minutes once a week.

WHAT IS INSIDE

Five pages, one job each

Goals at a glance (page 3). Every goal with its why, deadline, measure, and a progress bar you shade in 10% steps.

Milestone map (page 4). One big goal broken into ten steps with target dates. Fill it from the top down: the goal first, then work backwards.

Monthly goal tracker (page 5). This month's target for each goal, your weekly numbers, and a simple hit, partial, or miss.

Weekly check-in (page 6). Four short check-ins: numbers, one win, what got in the way, and one action for next week.

Year at a glance (page 7). Progress for every goal, month by month, so you can see the whole year on one page.

PRINT TIP

Print pages 3, 4 and 7 once for the year. Print pages 5 and 6 every month.

Goals at a glance

Shade one box for every 10% of the way from start to target. Update monthly.

GOAL 01

Goal

Deadline

Start / target

Why

Measure



GOAL 02

Goal

Deadline

Start / target

Why

Measure



GOAL 03

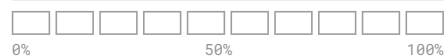
Goal

Deadline

Start / target

Why

Measure



GOAL 04

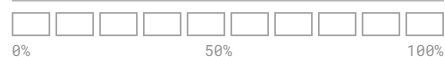
Goal

Deadline

Start / target

Why

Measure



GOAL 05

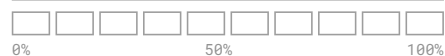
Goal

Deadline

Start / target

Why

Measure



GOAL 06

Goal

Deadline

Start / target

Why

Measure



Break one big goal into ten steps

Write the goal in step 10, then work backwards. Each milestone should be something you could prove you did.

Goal

MILESTONE (TOP = THE GOAL)	TARGET DATE	DONE ON	✓
10			☐
09			☐
08			☐
07			☐
06			☐
05			☐
04			☐
03			☐
02			☐
01			☐

This month

Month

Focus this month

GOAL	THIS MONTH'S TARGET	WK 1	WK 2	WK 3	WK 4	WK 5	ACTUAL	✓ ~ ✕

What worked

What to change

HIT, PARTIAL, MISS

✓ means you hit the target. ~ means you moved but fell short. ✕ means no real movement. Two misses in a row on the same goal is a signal to shrink the target or change the plan, not to try harder.

Ten minutes, once a week

Same time every week. Sunday evening or Monday morning works for most people.

Week of

Numbers this week

Win

What got in the way

One action next week

Week of

Numbers this week

Win

What got in the way

One action next week

Week of

Numbers this week

Win

What got in the way

One action next week

Week of

Numbers this week

Win

What got in the way

One action next week

The whole year on one page

At the end of each month, copy each goal's progress percentage from page 3 and shade the box.

GOAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

Mid-year check

Goal to add or drop

CHANGING A GOAL IS ALLOWED

If a goal no longer matters, cross it out and write why. A tracker full of goals you have quietly abandoned teaches you to ignore the tracker.