

The Goal Tracker Template Example

A completed version of the tracker, five months into a year with four goals, so you can see how the pages work together.

COMPLETED EXAMPLE

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

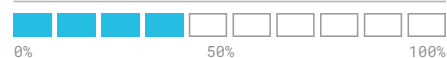
Goal *Run a half marathon*

Deadline *Oct 12*

Start / target *3 / 13.1*

Why *Prove I can train for something hard*

Measure *Longest run (miles)*



GOAL 02

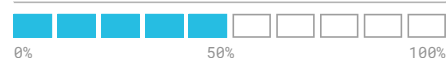
Goal *Emergency fund*

Deadline *Dec 31*

Start / target *\$400 / \$3,000*

Why *Stop panicking about surprise bills*

Measure *Savings balance*



GOAL 03

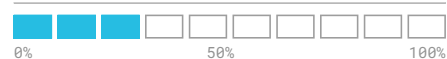
Goal *Read 20 books*

Deadline *Dec 31*

Start / target *0 / 20*

Why *Read instead of scrolling at night*

Measure *Books finished*



GOAL 04

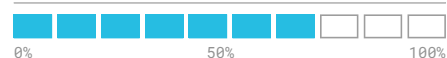
Goal *Finish UX design course*

Deadline *Jun 30*

Start / target *0 / 12*

Why *Move towards a design role*

Measure *Modules done (of 12)*



GOAL 05

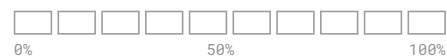
Goal

Deadline

Start / target

Why

Measure



GOAL 06

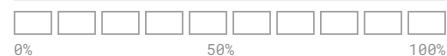
Goal

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 *Run a half marathon on October 12*

	MILESTONE (TOP = THE GOAL)	TARGET DATE	DONE ON	✓
10	<i>Race day: 13.1 miles</i>	<i>Oct 12</i>		☐
09	<i>Taper week, kit sorted</i>	<i>Sep 28</i>		☐
08	<i>Long run: 10 miles</i>	<i>Aug 9</i>		☐
07	<i>Long run: 8 miles</i>	<i>Jun 21</i>		☐
06	<i>Long run: 7 miles</i>	<i>May 31</i>	<i>May 30</i>	✓
05	<i>Run a 10K race</i>	<i>May 17</i>	<i>May 17</i>	✓
04	<i>Long run: 5 miles</i>	<i>Apr 26</i>	<i>Apr 27</i>	✓
03	<i>Run a 5K event</i>	<i>Apr 5</i>	<i>Apr 5</i>	✓
02	<i>Run 3 miles without stopping</i>	<i>Mar 15</i>	<i>Mar 14</i>	✓
01	<i>Buy shoes, pick a 16-week plan</i>	<i>Mar 1</i>	<i>Mar 2</i>	✓

This month

Month

May

Focus this month

Build to a 7-mile long run without skipping savings

GOAL	THIS MONTH'S TARGET	WK 1	WK 2	WK 3	WK 4	WK 5	ACTUAL	✓ ~ ✕
<i>Half marathon</i>	<i>Long run 7 mi</i>	<i>5</i>	<i>5.5</i>	<i>6</i>	<i>7</i>		<i>7</i>	<i>✓</i>
<i>Emergency fund</i>	<i>+\$300</i>	<i>+\$75</i>	<i>+\$75</i>	<i>+\$75</i>	<i>+\$75</i>		<i>+\$300</i>	<i>✓</i>
<i>Read 20 books</i>	<i>2 books</i>	<i>0</i>	<i>1</i>	<i>1</i>	<i>1</i>		<i>1</i>	<i>~</i>
<i>UX course</i>	<i>2 modules</i>	<i>0</i>	<i>1</i>	<i>1</i>	<i>2</i>		<i>2</i>	<i>✓</i>

What worked

Automatic transfer on Fridays. Did not have to think about it

What to change

Reading needs a set time, not "when I have time"

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	<i>May 26</i>
Numbers this week	<i>7 mi long run / +\$75 / 0 books / module 9 done</i>
Win	<i>First 7-mile run, felt fine</i>
What got in the way	<i>Late nights, no reading</i>
One action next week	<i>Phone out of the bedroom, book on pillow</i>

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
<i>Half marathon</i>			10%	25%	40%							
<i>Emergency fund</i>	10%	20%	30%	40%	50%							
<i>Read 20 books</i>	5%	10%	15%	25%	30%							
<i>UX course</i>	15%	30%	45%	60%	75%							

Mid-year check

Reading is behind. Dropping target to 15 is fine

Goal to add or drop

Add: learn to cook 10 new meals, after the course ends

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.