

Goal-Tracker Worksheet

This chart is designed to assist you with outlining priorities (“Plan”), taking action (“Do”), and analyzing your daily experiences (“Reflect”). This approach may increase your effectiveness with setting and achieving short-term goals.

		Date:	Date:	Date:	Date:
		Day 1	Day 2	Day 3	Day 4
1. PLAN	What are my goals today? <i>List in order of highest priority.</i>				
2. DO	<i>Check off goals above as you meet them. Include relevant notes in this row.</i>				
3. REFLECT	What went well today?				
	What did not go well? What obstacles did I encounter?				
	What did I learn today?				