ON THE
RIGHT PATH

Tracking System

You've come a long way with this course! Are you focused on how far you've come, or how far you have left to go? Remember, tracking is all about appreciating the progress you've made.

That said, you're almost done with the whole course! :)

Here's what you've accomplished so far:

- Figured out your starting point and current priorities.
- Assigned scores to each of the ten areas of your life.
- Thought through your ideal scenario for each area.
- Distilled those ideals into your core values.
- Set goals you can track for each value.

Here's what we'll do with this worksheet:

1. Prioritize the goals you'd like to start tracking.
2. Think through your ideal routine to fit them in to your life.
3. Set up a tracking system with reminders for reflection.

Prioritize Goals

This is a good time to be sure that you're starting with the right goals. To make that easier, you can use the Success Rate matrix below.

Note: If you already prioritized your goals in the PATH worksheet, and you don't feel like you need more clarity on your priorities, feel free to skip this step. It's just a more structured way to prioritize.

Success Rate Matrix

	Easy	Difficult
Established	High	Medium
New	Medium	Low

The two biggest factors for determining success rate with a new behavior are (a) how difficult the behavior is, and (b) whether the behavior is new or established.

For example, if someone has been playing sports since they were little, then a goal of exercising 5 times per week might be Easy and Established, which means they're likely to have a High Success Rate.

For someone that's New to working out, starting with a Difficult routine, like Navy Seal training, will have a Low Success Rate.

So, how can you use this to prioritize your goals? Start by organizing your top 10 goals or so in the boxes below. Enter their name, or What to Track (e.g. Exercise), based on difficulty and experience.

	Easy	Difficult
Established		
New		

Now, star the ones you'd like to start with. Having trouble deciding? Based on the Success Rate Matrix above, you could start with 3 High, 2 Medium, 1 Low. Don't worry, you can always add or adjust later.

Before you set up your tracking system, it can also help to revisit your Time Inventory from the Starting Point worksheet to create an Ideal Routine to figure out how you'll fit your goals in to your day.

Time	Ideal way I'd spend this time
12am - 5am	
5am - 6am	
6am - 7am	
7am - 8am	
8am - 9am	
9am - 10am	
10am - 11am	
11am - 12pm	
12pm - 1pm	
1pm - 2pm	
2pm - 3pm	
3pm - 4pm	
4pm - 5pm	
5pm - 6pm	
6pm - 7pm	
7pm - 8pm	
8pm - 9pm	
9pm - 10pm	
10pm - 11pm	
11pm - 12am	

Tracking System Checklist

Lastly, you'll want to think through how you want to track your progress. You already know What to Track for each of your goals, from the PATH worksheet. Now, it's time to create your Tracking System by figuring out How, Where and When to Track.

1. **Where to Track**: Would you prefer to log your progress from the same place every time (e.g. Home, work, etc), or will you be tracking different things that could require logging from different places?

2. **How to Track**: The biggest decision with your Tracking System is whether you prefer *Analog or Digital*. Analog systems can be paper planners, sticky notes or wall calendars. Digital systems are spreadsheets or a <u>goal tracking app</u>. If you'll be tracking in multiple places, you'll want a portable planner or app.

3. **When to Track**: Last, but certainly not least, when will you log your progress? It's crucial that you are consistent with tracking, and getting reminders can make a world of difference for achieving your goals. If you use an analog system, it'd still be helpful to set up repeating digital reminders to log. Or, put your system in a prominent place you'll see so you don't forget to log every day.

<u>Action item</u>: Take a few minutes now to think through where, how and when you'll track the progress you're making on your goals.

Once you've decided on your tracking system, you're ready for the last lesson: Accountability.

If you're unsure how to track your progress, don't worry. You can always change it later. What matters now is that you have a way to keep tabs on your goals, so pick something that seems like it will work well for you, and get started.

Time for the Accountability video!

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