

Goal Progress Review

Goal being Reviewed:	Life Aspect:
Review Date:	
Goal Measurement How is this goal to be measured? What was your starting measurement for the goal? What is your current measurement regarding this goal? Is there an improvement from your starting measurement? Are you on track – why/ why not?	
Relevance What (if anything) has changed since setting this goal? Is the goal still relevant? Is this goal still what you really want to do?	
Action Plan Are you following your action plan – if not, why not? Are you achieving the deadlines on your action items – if not, why not? Do you need to alter your action plan/ timeframe?	
Resources Is your level of resourcing (money, time, information, support) adequate? What do you need more of to achieve this goal?	
Review your foundations Review your preparation and planning for this goal from the workbook, including key messages, your vision, personality profile, personal SWOT and mind map. Are you still on track to achieving your vision? Are any of your weaknesses holding you back? Are there any strengths you can draw on to help?	
Gut Instincts Is this goal easier or harder than expected? Overall, are you happy with your progress? What are you doing well towards this goal? What do you need to do better to achieve this goal? Are you enjoying this goal, or at least excited about the end result? Have you been honest and ethical in your progress towards this goal?	

Goal Progress Review - Commentary

Goal Measurement

- *How is this goal to be measured?* Goals need to be able to be measured so you can monitor progress. How you measure your goal (eg ranking system, actual measure such as weight) should be established at the start of the goal setting process.
- *What was your starting measurement for the goal?* You should have determined this at the start of the goal setting process.
- *What is your current measurement regarding this goal?* Measure your current situation using the same measurement system as above.
- *Is there an improvement from your starting measurement?* Starting measurement minus your current measurement. Is there a change and is this an improvement?
- *Are you on track – why/ why not?* Does your current measurement indicate that you are on track or ahead/ behind schedule? If you aren't on track (and particularly if you are behind schedule), you need to identify why as this could undermine your whole goal setting and achievement process.

Relevance

- *What (if anything) has changed since setting this goal?* Goals are established based on your situation at the time of setting them. Has your situation relevant to this changed significantly?
- *Is the goal still relevant?* If there has been a significant change, is it still necessary or are you still able to achieve this goal? Remember, goals MUST be relevant otherwise you won't have the motivation to achieve them.
- *Is this goal still what you really want to do?* Again, if there has been a significant change in your situation, remind yourself why this goal was really important to you, and if this is still the case.

Action Plan

- *Are you following your action plan – if not, why not?* Your action plan is your road map to achieving your goal, which is your end destination. If you're not using your map, how do you expect to get there? Think about how you have set up your action plan and whether there is another method that will suit you better.
- *Are you achieving the deadlines on your action items – if not, why not?* Deadlines are there for a reason – to keep up momentum! Perhaps your deadlines were unrealistic (don't worry, this is common!) or your time has been directed to other more urgent activities – either way, think about why so you can adjust your action plan.
- *Do you need to alter your action plan/ timeframe?* If you said "No" to either of the above, you need to make an adjustment to your plan. Remember that action plans need to be flexible enough to allow changes where necessary and to keep the plan's relevant, but don't change the goal posts too often – try to plan more realistically in the first place.

Resources

- *Is your level of resourcing (money, time, information, support) adequate?* Is this holding you back from achieving your goal or do you find that you are really struggling? Don't spread resources too thinly – extend the deadlines if you have too.
- *What do you need more of to achieve this goal?* Identify any additional resource needs and where/ how you might find them.

Review your foundations

- *Review your preparation and planning for this goal from the workbook, including key messages, your vision, personality profile, personal SWOT and mind map.* Is there anything from this review that rings alarm bells as you review this goal?
- *Are you still on track to achieving your vision? Are any of your weaknesses holding you back? Are there any strengths you can draw on to help?* Consider these as you review your goal too.

Gut Instincts

- *Is this goal easier or harder than expected?* Can you take on more, or do you need to take smaller steps?
- *Overall, are you happy with your progress?* If you are, then great! If not, work out why and fix the problem.
- *What are you doing well towards this goal?* ...and keep doing it!
- *What do you need to do better to achieve this goal?* ...and do better!
- *Are you enjoying this goal, or at least excited about the end result?* Reward yourself for achieving mini-goals and milestones to keep you on your journey. Remember, the end result needs to be something you really want.
- *Have you been honest and ethical in your progress towards this goal?* Your highly moral sub-conscious won't let you achieve goals if they have unethical components or if you haven't been honest with yourself. Is this holding you back?