

Step 5: Planning Your Progress

With your goals now set, you will now plan HOW to achieve them. By breaking down your goals into monthly, weekly, and daily steps, you will establish a consistent plan of action to work towards your overall goals. In the planning process, remember that these steps are unique to you and do not need to be huge, drastic changes. Change and progress can be as simple as a small change to your daily routine. Think back to our P.A.C.T.S framework and try to plan alongside this model. Each month you are pursuing your P.A.C.T.S, print out or make copies of the planning worksheets to fill out as you progress. An example of each worksheet has been provided to give you idea for each component.

Monthly To-Do:

START of the month:

☐

Complete the Monthly Progress Planning Sheet.

Weekly/Biweekly: (Choose the frequency that works best for you)

☐

Update your Progress Tracking Sheet.

END of the month:

☐

Complete the Monthly Reflection Sheet.



Be Well at Work
Faculty/Staff Wellness

Monthly Progress Planning

Example

Overall Goal: Exercise more and improve my nutrition.

Goal(s) for This Month: 1. Workout 3x/week minimum
2. Cook meals/eat at home 5/7 days of the week.
3. Walk 10k steps daily.

Week:	Weekly Goals:
1	Workout x3, Cook x5, Walk x7
2	Workout x4, Cook x5, Walk x7
3	Workout x4, Cook x5, Walk x7
4	Workout x5, Cook x5, Walk x7
5	Workout x5, Cook x5, Walk x7

Daily Goals

What small steps
can you take today
to work towards your
goals?

☐ Walk my dog twice a day.

☐ Drink more water.

☐ Avoid processed foods.

☐ Pack my lunch/snacks the night
before work.

Progress Tracker

Use this table to track your daily progress. What was one step you took towards your goals? Did you follow your daily goals? Print out or reuse this sheet as needed.

Day:	Daily Progress	Week of: 1/1/22-1/7/22
Sunday	Walked 10k steps, worked out, cooked at home, 7 hours of sleep.	
Monday	Walked 10k steps, ate at home, drank 2L water, 8 hours of sleep..	
Tuesday	Walked 10k steps, drank 2L water, 8 hours of sleep.	
Wednesday	Walked 10k steps, worked out, 8 hours of sleep.	
Thursday	Walked 10k steps, drank 2L water, ate at home, 8 hours of sleep.	
Friday	Walked 10k steps, worked out, cooked at home, 7 hours of sleep.	
Saturday	Walked 10k steps, drank 2L water, 8 hours of sleep.	

Day:	Daily Progress	Week of:
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Monthly Reflection

With respect to your goals for the month, how did you do? What went well? What was challenging? To the best of your ability, reflect on your overall progress for the month.

Looking at my goals and progress for the month, I feel like I did a decent job and hit my smaller goals most days but had more difficulty hitting every goal consistently together. It was the most challenging to hit my goal with drinking 2 liters of water. Overall, I am proud of my progress and felt like I achieved the majority of my daily, weekly, and monthly goals.

What are you going to change/adjust for next month?

I am going to bring my water bottle with me to more places and measure how much I need to drink to hit my goal.

What has been a highlight of your month? Please list one or more milestones that you are proud of. These can be as simple as a small change to your daily routine!

- 1. Was consistent with my goals!*
- 2. Made walking an established routine in my day!*
- 3. I am feeling more confident in the gym!*
- 4. Feeling more energized through the day!*

Monthly Progress Planning

Overall Goal: _____

Goal(s) for This Month: _____

Week:	Weekly Goals:
1	
2	
3	
4	
5	

Daily Goals

What small steps
can you take today
to work towards your
goals?

☐

☐

☐

☐

Progress Tracker

Use this table to track your daily progress. What was one step you took towards your goals? Did you follow your daily goals? Print out or reuse this sheet as needed.

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Sunday		
Monday		
Tuesday		
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Monthly Reflection

With respect to your goals for the month, how did you do? What went well? What was challenging? To the best of your ability, reflect on your overall progress for the month.

What are you going to change/adjust for next month?

What has been a highlight of your month? Please list one or more milestones that you are proud of. These can be as simple as a small change to your daily routine!
