

PRAGUE TRAINING ACADEMY MEASURE YOUR GOAL PROGRESS



KEEP YOUR GOALS ON TRACK

Goals needs to be able to be measured so you can track the progress. Also, it is good to review them on regular basis if the goals are still relevant and priority for your life. Its been 11 months since we committed to make the 2019; the best year ever for PTA; we are providing you these guidelines to support your success for this year, the upcoming year and the years.

To your Success and Happiness,

Let's get started!

PTA Team

How was your 2019? List down the biggest achievements and the biggest lessons for the past 11 months?

My biggest achievements;

My biggest lessons from the past 11 months;

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Why it was important for you to achieve this goal?

When was the exact deadline to achieve this goal?

Looking back to 11 months have you already achieved your goal ? How do you measure the outcome?

If the goal is not achieved yet, please answer the following questions?

How much this goal is important to you to achieve still within this year?

Is this goal still a priority for you? Why?

Is this goal aligned with your values?

How will you feel when you will accomplished the goal?

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If your goal is still relevant, then please provide the next steps to achieve your goal.

List down the tasks that needs to be accomplished with clear measurable outcomes and deadlines;

GOAL 1:

Describe the GOAL:

Deadline:

List down the Tasks to Achieve the Goal:

Give a Clear Timeframe for each Task:

Daily Tasks:

Weekly Tasks:

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Do I need to change any action to improve my results tomorrow or this week?

How will I feel when I achieve my goal ?

How this goal will help me to progress in life?

When I will achieve my dream, will it also have a positive impact on the people around me? Describe how?

Is there any skill that I need to gain;

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How committed I am

Fill in the table at the end of the month;

GOAL 1	ACHIEVED / NOT ACHIEVED	HOW DO I FEEL ABOUT IT?
GOAL 2		
GOAL 3		

What is my success story for 2019?
