

# WEEKLY PROGRESS TRACKER

	What you've done	Progress made towards goals
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

\*\* Note: a) Update the progress made towards the goal as: **Completed, partially completed (reason)**

b) During the assessment follow the questions below to help you better assess:

- ❖ What did you get done? What did you not get done that you were supposed to?
- ❖ What distracted you? What helped you work faster?
- ❖ Which tasks needed more than you blocked? Which tasks needed less time than you blocked?
- ❖ Are you trying to do too many things? Have you handled important tasks on priority?
- ❖ Are there any tasks that would be better done at different times of day than you did them today, considering optimal times?
- ❖ What kind of shortcuts could you use and where can you find them?
- ❖ Could you have delegated some task?
- ❖ What changes do you need to make?

And, any more questions that you feel relevant.