



GOLD CIRCLE
GROUP

GOAL TRACKING **TEMPLATE**

A FRAMEWORK FOR CLARITY AND CONSISTENT PROGRESS

WELCOME TO YOUR GOAL TRACKING JOURNEY

This goal-tracking template is designed to support you every step of the way as you turn your vision into reality. Whether you're pursuing a personal ambition, advancing professionally, or taking a new path altogether, this tool provides the structure and reflection prompts to help you stay focused, adapt, and succeed.

Achieving your goals isn't just about reaching the destination—it's about growth, learning, and resilience along the way. Use each section to clarify your vision, outline actionable steps, and continuously reflect on your progress. With each update and reflection, you're investing in your journey and building a path to success.

MESSAGE FROM DR. BRITTANY GOLDSON

"As you embark on this journey, remember that your goals are unique to you. I created this template to help you stay aligned with what truly matters to you, to keep you motivated, and to celebrate your milestones, big and small. Here's to making your goals a reality!"

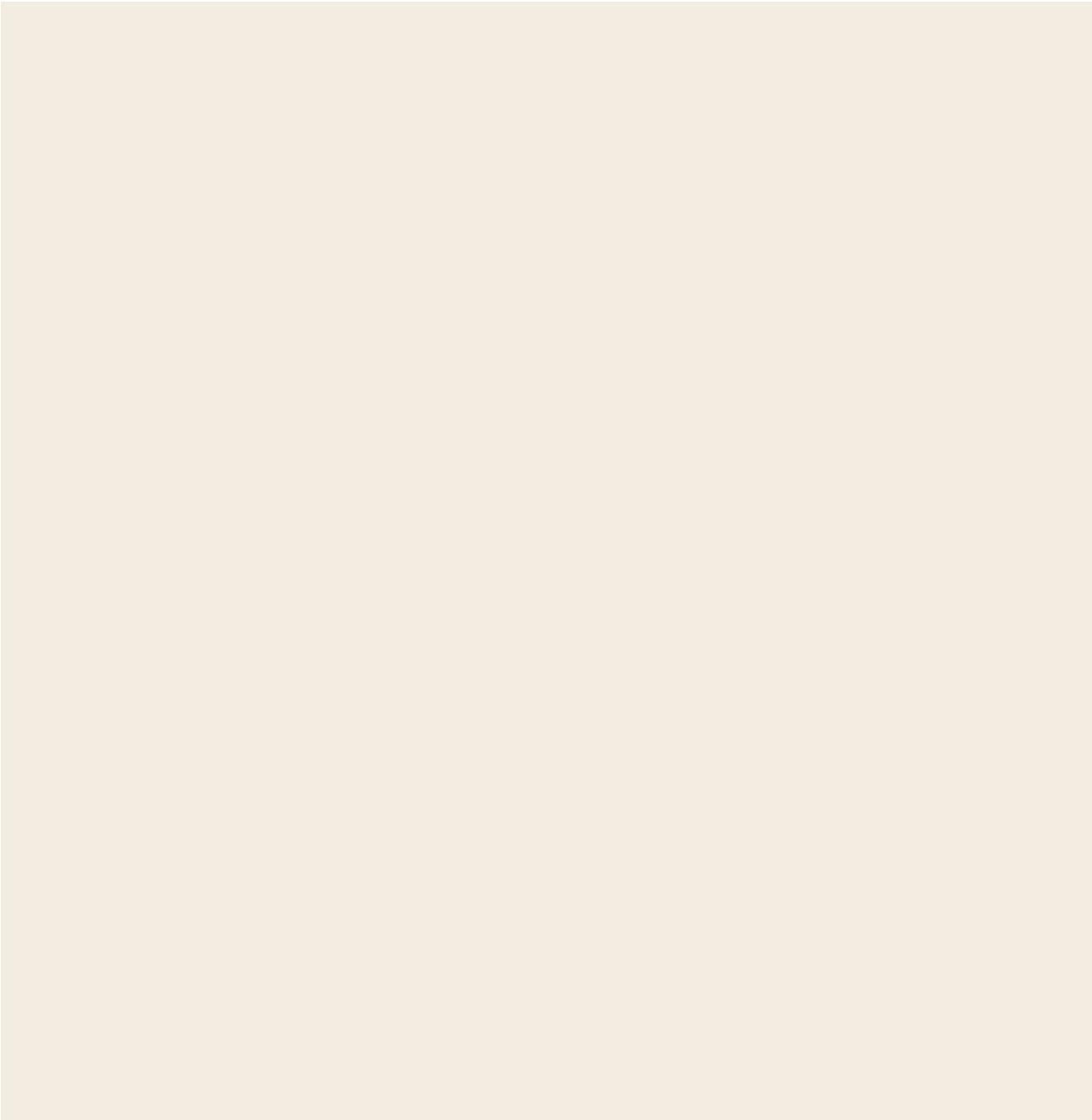
– Dr. Brittany Goldson, Wellness &
Leadership Expert



GOAL OVERVIEW

(SMART GOALS FRAMEWORK)

Purpose: Define your objective using the SMART framework (Specific, Measurable, Achievable, Relevant, Time-Bound) to create a clear and actionable goal.



GOAL TITLE

Clearly state the specific objective you aim to achieve.

GOAL DESCRIPTION

Describe your goal in detail, ensuring it aligns with your larger personal or professional objectives (Relevant). Explain why it's important to you and how it fits into your bigger picture.

SUCCESS CRITERIA (MEASURABLE)

Identify clear metrics or milestones to track your progress and measure success.

ACHIEVABILITY CHECK (ACHIEVABLE)

Consider the resources, skills, and time available to ensure the goal is realistically attainable.

TIMEFRAME (TIME-BOUND)

Set a specific deadline for achieving this goal (e.g., 3 months, by MM/DD/YYYY) to maintain focus and motivation.

“

A goal properly set is halfway reached

Zig Ziglar

”

ACTION STEPS

Purpose: Break down your goal into manageable tasks to create a clear action plan.

STEP 1: IDENTIFY THE FIRST ACTIONABLE TASK.

STEP 2: OUTLINE THE NEXT NECESSARY ACTION.

Large empty rectangular area for outlining the next necessary action.

- _____
- _____
- _____
- _____

(CONTINUE LISTING STEPS AS NEEDED)

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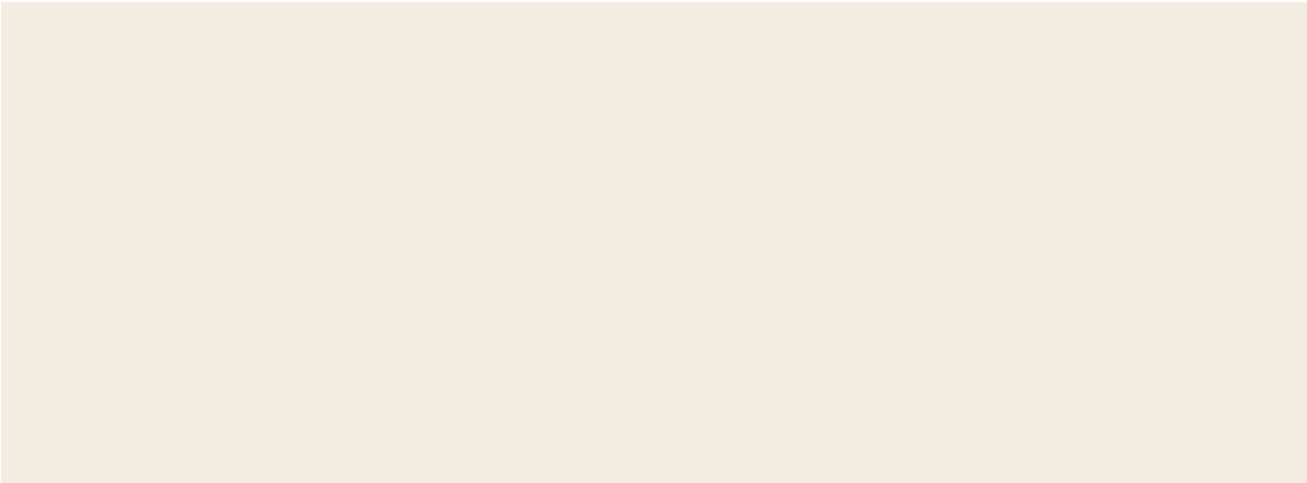
“Small steps in the right direction can turn out to be the biggest step of your life.”

Unknown

”

PERIODIC PROGRESS UPDATES

Purpose: Track your progress at regular intervals to stay aligned with your goals and maintain momentum.



Update 1: Summarize actions taken and progress made.

Update 2: Document activities and any obstacles encountered.

Update 3: Record advancements and any adjustments made to stay on track.

(CONTINUE FOR EACH UPDATE AS NEEDED BASED ON THE TIMELINE OF YOUR GOAL)

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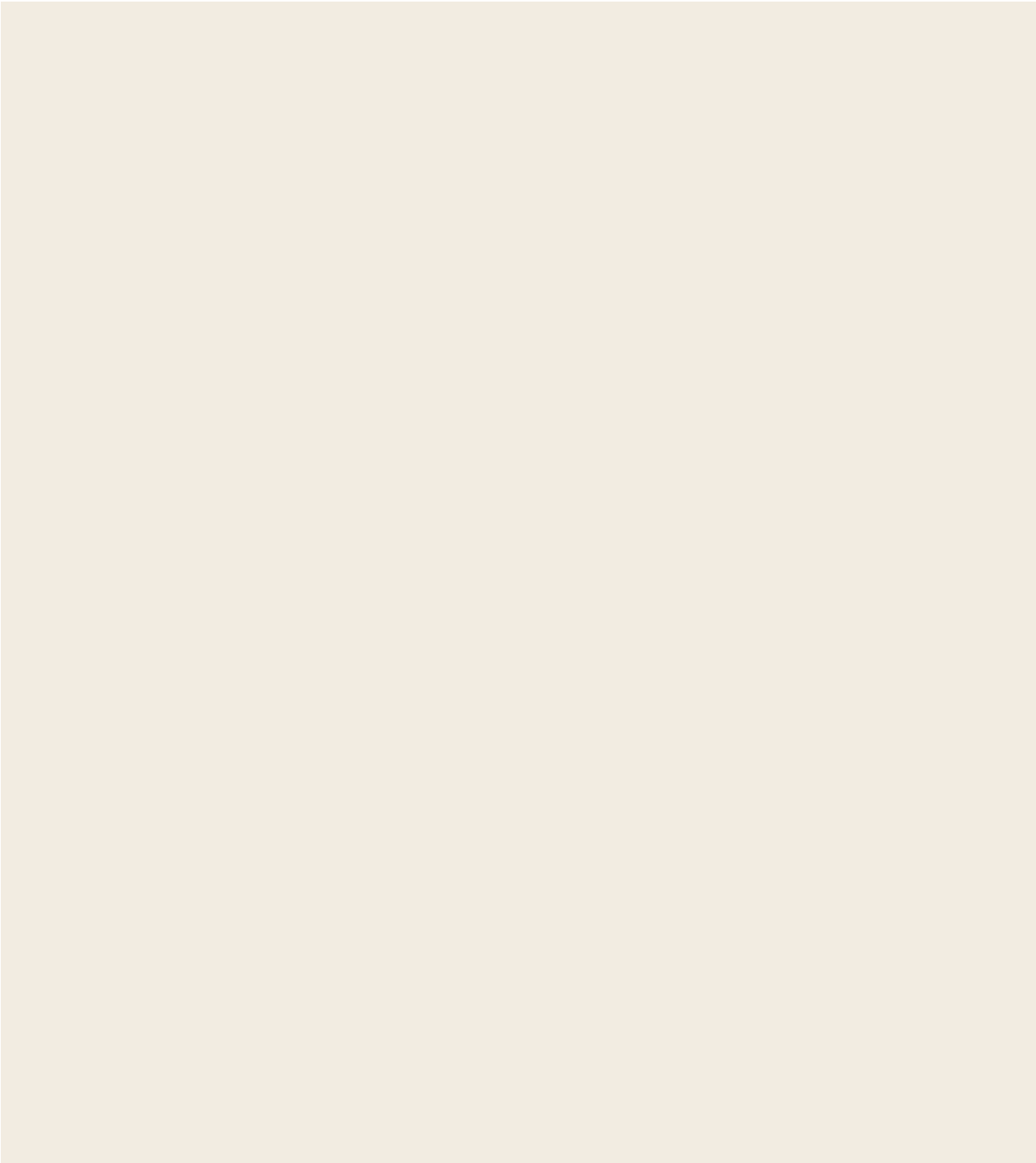
“Success is the sum of small efforts, repeated day in and day out.”

Robert Collier

”

CONTINUOUS REFLECTION

Purpose: Engage in ongoing reflection to assess achievements, address challenges, and identify areas for improvement throughout your journey.



ACHIEVEMENTS

What have you accomplished toward your goal so far?

CHALLENGES & SOLUTIONS

What obstacles have you encountered, and how did you overcome them?

LESSONS LEARNED

Reflect on insights gained about yourself or the process.

ADJUSTMENTS

Note any changes needed or new actions to enhance progress moving forward.

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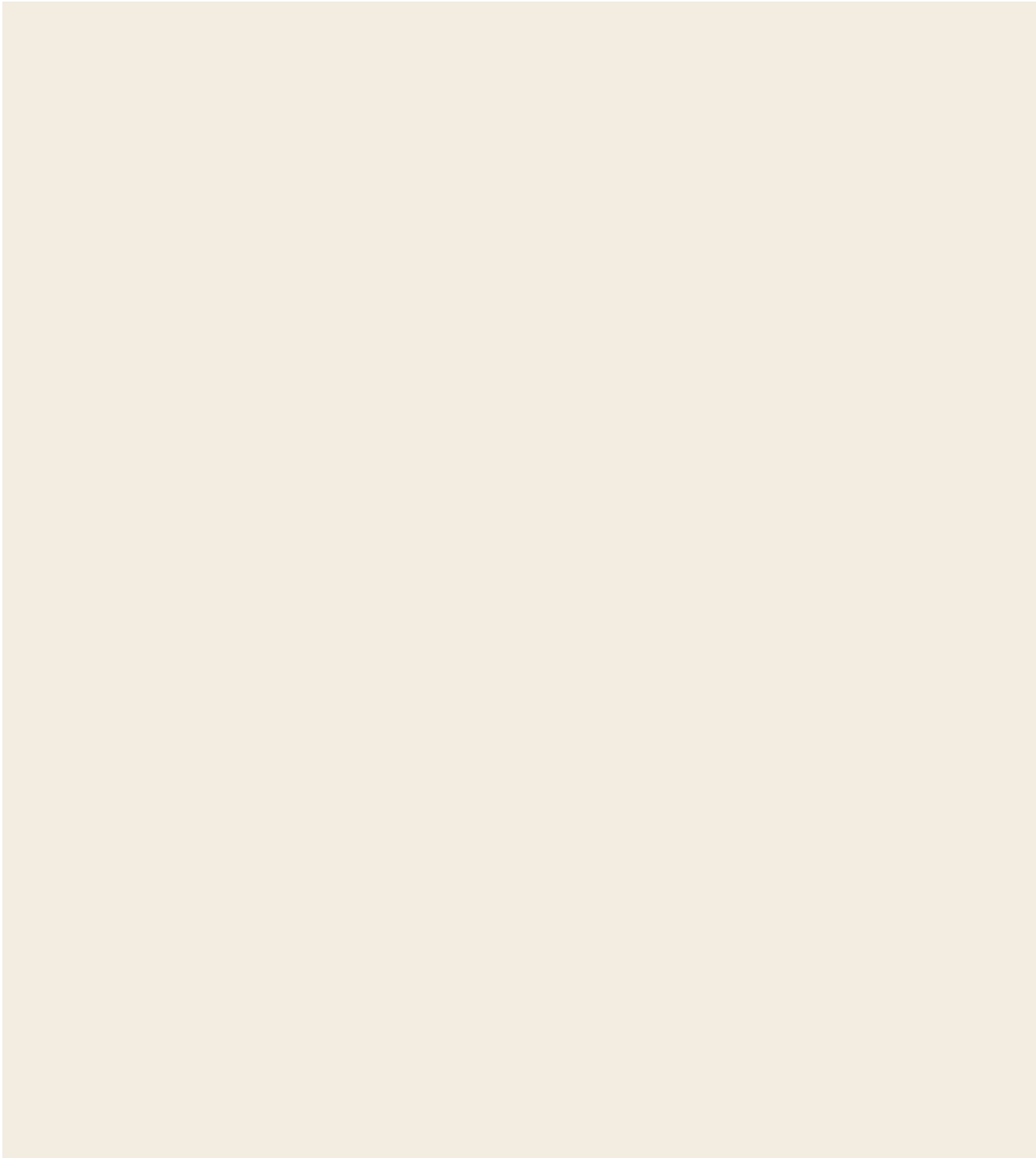
*We do not learn from experience... we learn
from reflecting on experience.*

John Dewey

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FINAL GOAL REVIEW

Purpose: Assess the overall outcome of your efforts and plan future steps.



GOAL ACHIEVEMENT STATUS

Indicate whether the goal was Achieved, Partially Achieved, or Not Achieved.

OUTCOMES

Summarize the results and their impact.

WHAT WORKED WELL

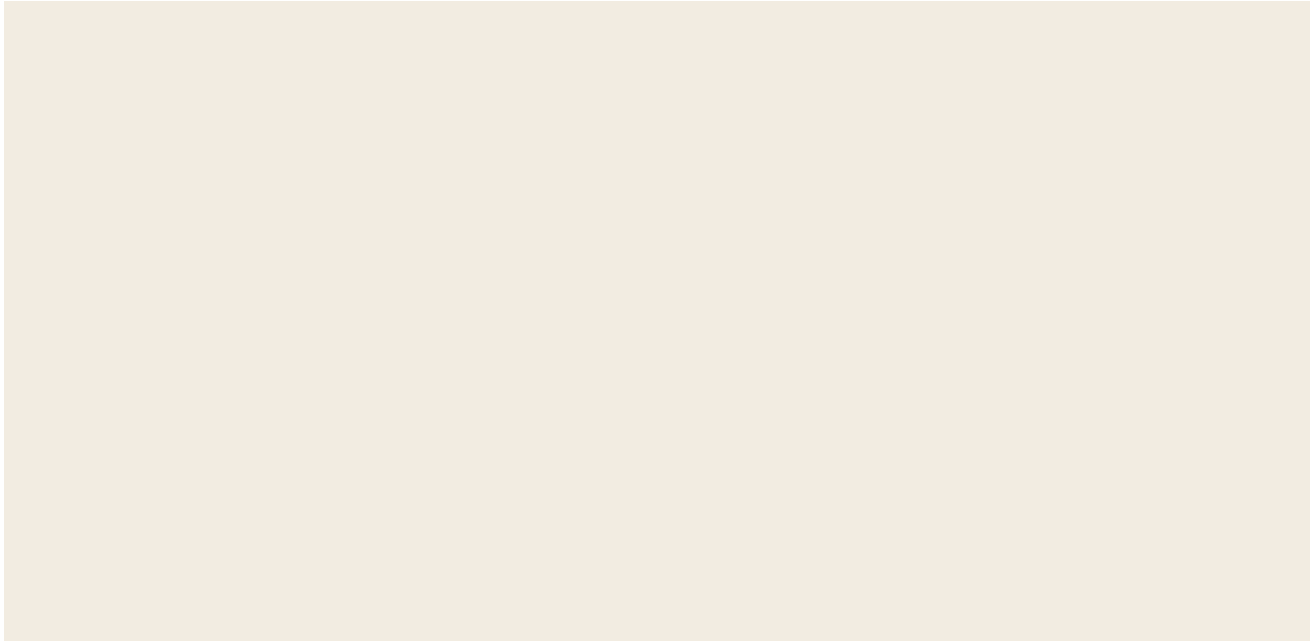
List strategies that were successful.

AREAS FOR IMPROVEMENT

Identify aspects that could be enhanced.

NEXT STEPS OR FUTURE GOALS

Outline subsequent actions or related objectives to pursue.



This structured approach facilitates effective goal management, enabling you to maintain focus, adapt strategies as needed, and achieve your desired outcomes.

“

Success is not the end; failure is not fatal: It is the courage to continue that counts.

Winston Churchill

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