

Tips on Ensuring Goal Success and Tracking Your Progress

Remember it is important to set aside time each day or week to focus on your development. Use the Development Blueprint to plan and track all your goals.

Helpful Tips:

1. Place your goals and progress in a location you see every day (on your desk, in your apron, on your phone).
2. Schedule time on your calendar to complete tasks/projects/trainings on a weekly basis.
 - Remember to write down what you accomplished.
3. Create an email folder labeled “My Development Blueprint”
 - Save any emails/communications to the folder that could be used later to reference your progress or success (recognitions, completion of milestones, etc.)
 - If you receive oral recognition via your Manager/co-worker/meeting or award (Homer Award, Associate of the Month, etc) then write yourself an email stating what was said, time/date, and who said it.
4. Document any training or development actions.
 - Examples could include: HD courses, shadowing a co-worker,
5. Gather reporting and data if available to show your progress/success (i.e., scorecard).
6. Select an accountability partner to follow-up with (mentor, Manager, co-worker). Talk through your plan and progress. Ask them to help you reach your goals by holding you accountable to working your plan.