

# PROGRESS TRACKING TEMPLATE

## Purpose

Monitor and celebrate meaningful advancement in development areas.

## Instructions

Use this template to track progress on key development goals over time.

### Part 1: Development Goal Overview

Team member: \_\_\_\_\_

Development area: \_\_\_\_\_

Why this area matters:

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What success looks like:

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Original baseline (starting point):

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Timeline for development:

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### Part 2: Progress Milestones

Define 3-5 observable milestones that indicate progress:

**Milestone 1:** \_\_\_\_\_

Observable indicators:

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Target date: \_\_\_\_\_

Resources/support needed:

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Status: ☐ Not Started ☐ In Progress ☐ Achieved ☐ Exceeded Date achieved:

\_\_\_\_\_ Notes:

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**Milestone 2:** \_\_\_\_\_

Observable indicators:

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Target date: \_\_\_\_\_

Resources/support needed:

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Status: ☐ Not Started ☐ In Progress ☐ Achieved ☐ Exceeded Date achieved:

\_\_\_\_\_ Notes:

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**Milestone 3:** \_\_\_\_\_

Observable indicators:

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Target date: \_\_\_\_\_

Resources/support needed:

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Status: ☐ Not Started ☐ In Progress ☐ Achieved ☐ Exceeded Date achieved:

\_\_\_\_\_ Notes:

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**Milestone 4:** \_\_\_\_\_

Observable indicators:

\_\_\_\_\_  
\_\_\_\_\_

Target date: \_\_\_\_\_

Resources/support needed:

\_\_\_\_\_

Status: ☐ Not Started ☐ In Progress ☐ Achieved ☐ Exceeded Date achieved:

\_\_\_\_\_ Notes:

\_\_\_\_\_

**Milestone 5:** \_\_\_\_\_

Observable indicators:

\_\_\_\_\_  
\_\_\_\_\_

Target date: \_\_\_\_\_

Resources/support needed:

\_\_\_\_\_

Status: ☐ Not Started ☐ In Progress ☐ Achieved ☐ Exceeded Date achieved:

\_\_\_\_\_ Notes:

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## **Part 3: Feedback Collection**

### **Self-Assessment**

Regular self-reflection on progress:

Date: \_\_\_\_\_ Current strengths in this area:

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Remaining challenges:

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Insights or learnings:

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Next focus:

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Date: \_\_\_\_\_ Current strengths in this area:

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Remaining challenges:

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Insights or learnings:

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Next focus:

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**External Feedback**

Observations and input from others:

Source: \_\_\_\_\_ Date: \_\_\_\_\_ Observed strengths:

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Observed growth areas:

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Suggestions:

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Source: \_\_\_\_\_ Date: \_\_\_\_\_ Observed strengths:

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Observed growth areas:

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Suggestions:

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## **Part 4: Obstacle Management**

As development progresses, track and address obstacles:

**Obstacle 1:** \_\_\_\_\_

Impact on progress:

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Approaches tried:

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Resolution/current status:

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**Obstacle 2:** \_\_\_\_\_

Impact on progress:

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Approaches tried:

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Resolution/current status:

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## **Part 5: Recognition and Celebration**

How will progress be recognized and celebrated?

For initial progress:

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For significant milestones:

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For overall goal achievement:

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## Part 6: Application and Extension

How is the development being applied in real work?

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What opportunities exist to further strengthen this area?

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How might this development connect to future growth areas?

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## Part 7: Overall Progress Summary

To be completed at end of development period:

Starting point recap:

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Key milestones achieved:

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Most significant improvements:

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Areas for continued focus:

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Lessons learned about the development process:

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## Additional Context:

Effective progress tracking:

- **Focuses on growth, not judgment** - Celebrates improvement rather than just evaluating performance
- **Uses multiple data points** - Combines self-assessment with external observations
- **Includes both outcomes and behaviors** - Tracks what was achieved and how it was achieved
- **Maintains appropriate frequency** - Regular enough to catch issues but not so frequent it becomes burdensome
- **Creates meaningful visibility** - Makes progress observable without creating undue pressure
- **Connects to application** - Emphasizes how development translates to real-world impact

Remember that development rarely follows a straight line. Periods of rapid growth may alternate with plateaus or even temporary setbacks. What matters is the overall trajectory and the insights gained along the way.

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