Monitor Your Progress

Regardless of what manner of behavior change or use of strategies or tactics to propel you toward success in meeting your goals, you have to be able to monitor your progress along the way so that you can make any necessary alterations to your course so that you stay on track. Here are some strategies to help you monitor your progress toward meeting your goals.

1. Redefine or change as necessary. Implementing a strategy to meet a goal is often not an all-or-nothing endeavor. On the way to meeting a goal, it is sometimes necessary to make modifications or “tweaks” to what you’re doing because sometimes unforeseen circumstances arise that might reduce your chances of success if you stay strictly on your original course. It’s okay to make some changes when it’s necessary to do so. Sometimes you may have to redefine the original problem or your objective so that you can optimize your chances of reaching a successful outcome.
2. While implementing your original strategies, or when tweaking them, look at how well your current behaviors or actions are in line with supporting those strategies. If your original or revised plan requires you to take more time to accomplish a given task, are you actually taking the required time to accomplish the task?
3. Sometimes, your original goal may require you to break down the goal into smaller components. Doing so might help you to accomplish more of the tasks if they are broken down into more manageable pieces. Should you break down objectives, it is important to then assess whether breaking them down is proving effective in getting the objectives accomplished.
4. Evaluate whether the actions you’re taking to complete tasks and accomplish goals are actually effective in doing so. Many people “feel” as if they are accomplishing the goals they’ve set, but it’s much more helpful to clearly assess whether or not each piece of what you’re doing is being accomplished or resolved.
5. Of the tactics that you’re using, which ones are proving to be very effective, which are moderately effective and which are ineffective? Use the tactics that are very effective and moderately effective and discard the ones that are ineffective. Once these changes are made, assess your rate of progress toward your goal to see if making these changes has resulted in improved performance and the achievement of what you set out to do.
6. Assess whether additional or different resources (e.g., funds, material or people) are needed in order for you to achieve a goal. Sometimes it is only during the active pursuit of a goal that you realize you need more resources in a given area or resources that are different than the ones you thought you would need.
7. Whenever changes or modifications are made, check to see if they have resulted in improved performance or better progress toward meeting your goals.