



YES Youth Personal Progress Report

Name:		Surname:	
Date:		Supervisor:	
School:		Province:	

This form has two purposes. At the start of the year of work you will, together with your supervisor, set the objectives you wish to achieve by the end of the year. You will also use this form monthly to review regularly that you are still able to achieving these objectives timeously.

Section 1 Set your overall goals for the year

1. Objectives: Set your personal and career goals
2. Performance Indicators: Tell us what you will be able to do if you have achieved your goal
3. Actions required: What do you need to learn or do to achieve this.
4. By when will you have achieved this?

	Objective	Performance Indicators	Actions Required	Timescale
EXAMPLE	Obtain a driver's license legally	Drive competently	Take lessons Book for test Pass test	Within 6 months
1				
2				
3				
4				

Supervisor Name	Supervisor Signature	Date



Section 2 Daily check in (write this out separately somewhere every day)

1. Have you been answering the five “In the Flow” questions daily? Complete this today with your supervisor.

YBT (yesterday’s Best thing).....

GF (Grateful for).....

LFT (Looking forward to).....

RAK (Conscious Act of Kindness).....

GW (Greet warmly).....

CS (Compliment sincerely).....

Section 3 Monthly progress made

2. What have you enjoyed this month? What have you found challenging? Overall, what have you learnt this month about yourself and your career plans?

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3. What support have you received this month from you supervisor or from someone else? In what way did this support change how you do things?

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4. What are the priorities for the next month? What support will you need and from whom?

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Supervisor Signature	Youth Signature	Date