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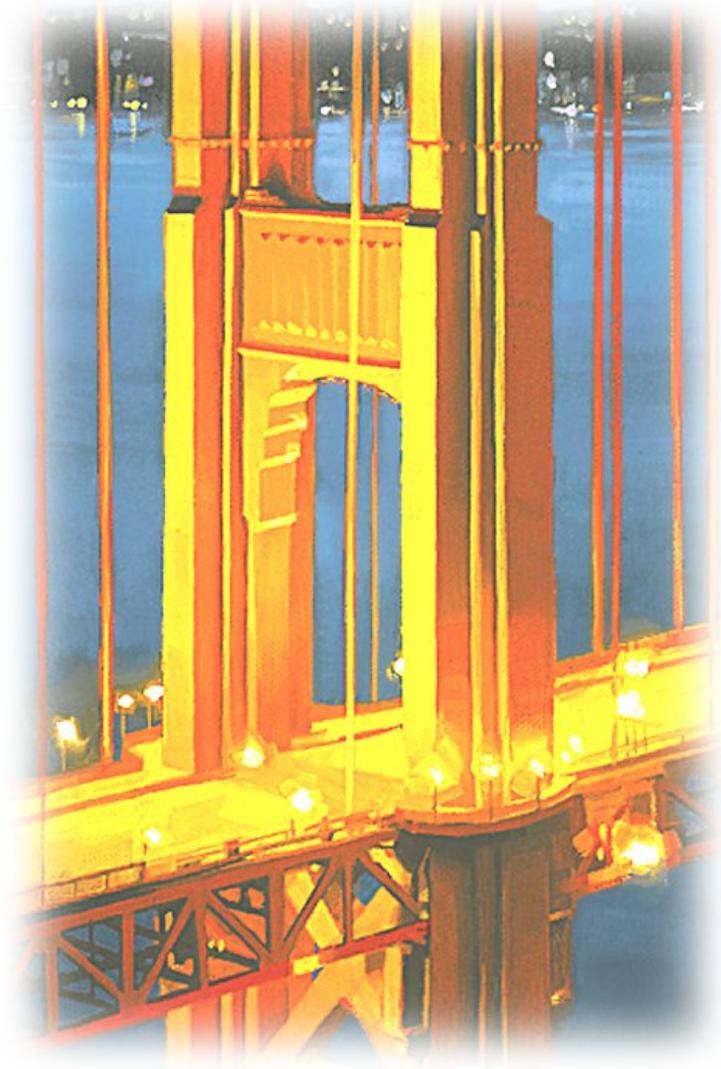
The IdeaBrdge White Paper Series:
Goal Tracking Template

GOAL TRACKING TEMPLATE

_____   _____   _____
Name   Title   Date

ANNUAL GOALS AND OBJECTIVES:

STATUS
(Check One Box)

COMMENTS: Include your Action Plan and any help required to get you and your team back on-target.

	A	O	B	
	A	O	B	
	A	O	B	
	A	O	B	
	A	O	B	
	A	O	B	

KEY: A= Ahead   O= On Track   B= Behind

URGENT ISSUES, PROBLEMS OR OBSTACLES TO ADDRESS:

1.

2.

3.

TOP THREE BUSINESS OBJECTIVES THIS MONTH:

1.

2.

3.

POTENTIAL ISSUES & PROBLEMS TO WATCH: (Check One Box Only)

COMMENTS: Discuss all items rated a 2 or 3

	0	1	2	3	
	0	1	2	3	
	0	1	2	3	
	0	1	2	3	
	0	1	2	3	
	0	1	2	3	
	0	1	2	3	

KEY: 0=No problems   1=Minor Concern or Irritant   2=This is an Issue!   3=Immediate Attention Required!!

Instructions on How to Use the Monthly Goal Tracking Report

Summary

The Monthly Goal Tracking Report incorporates the most effective managerial tools available anywhere. Using a simple checklist format, executives can quickly review the progress of each of their managers. This template is especially helpful for CEOs that need to keep the pulse of far-flung operations or of COOs who must manage multiple groups from the perspective of the big picture. This template will ensure that no major issues fall through the cracks and it can virtually eliminate surprises if your managers are consistently using the program every two weeks.

General Comments about the Template

- As to the timing, most companies start the program by utilizing the template every two weeks.

- It is best to assemble a small binder that includes a section for each of your direct reports. Every two weeks, simply put their latest Tracking Report on top of the prior report. This works great as a way to measure progress. Also, whenever you sit down to work with one of your direct reports, you can pull out the binder and review their progress. If they come to you with a major problem that has been brewing for some time, you pull out the chart to see if they have been identifying the problem along the way. If not, then deal with that lack of candor accordingly.

- We have found that the chart is best filled out by hand, not filled-out online. There seems to be something very positive in the process of manually checking off the boxes and summarizing results. The Monthly Goal Tracking Report is broken down into several sections:

1. Annual Goals and Objectives

This section records the mutually-negotiated annual goals and objectives of the manager. Keep this to about five major goals that can be quantified in terms of numbers. The annual goals are hard-wired into the plan and remain fixed for the year; they are not renegotiated. Every two weeks, the manager will report to you how they are doing on each of the goals by checking one of the three boxes:

A = Ahead of Plan;
0 = On Track with Plan;
B = Behind Plan.

Any category where they are behind plan, they are to include an action plan that will be used to get them back on track.

2. Top Three Urgent Problems

This section is reserved for the top three most critical issues that the manager is facing this month. This is a vital section that you must review in order to know what's going on in the manager's area.

3.   Top Three Business Objectives

This section is reserved for the most important business objectives or initiatives of the month.   These will generally include new business and strategic initiatives and the section is primarily used to identify opportunities.

4.   Potential Issues and Problems to Watch

These are horizon or "radar" issues. Things looming on the horizon that could jump-up and derail your objectives and progress. We encourage executives to hard-wire a few of the more common internal problems into the tracking sheet so that they can see how these issues evolve over time. The issues are then ranked every two weeks on a scale of "0 to 3."   A zero (0) means that it is not an issue of any kind, whereas a three (3) represents an issue where immediate attention is required. The executive who reviews this chart should ideally like to see all zeros or ones. When they see a 2 or 3, it's a sign that immediate attention is required.