

Goal Tracking Template

- Set a weekly or biweekly deadline to report progress. For example, "Our team will report progress every Friday. The person responsible for reporting results for your team is _____."
- Make sure every group member is in the loop. Designate a group member to track and share the results. For example, "Our team will share our progress with all members by email/phone calls every week. The person responsible for sharing progress is _____."
- Keep track of your progress. Score sheets like the one below can be helpful.

Week	# of Community Members Prepared for Disaster	# of Hours Volunteered as individual	# of Hours Volunteered as Team	# of Volunteers Active
Week 1				
Week 2				
Week 3				
Week 4				
Week 4				
Week 6				
Week 7				
Week 8				
Week 9				
Week 10				
Week 11				
Week 12				
Total				