

# Tracking Your Progress

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Location: \_\_\_\_\_

**Activity Description** (brief overview of the activity; i.e., attended Mayor's Breakfast, facilitated planning committee meeting, participated in focus group relating to initiative )

**Participants** (individuals in attendance and their affiliation)

**Objectives** (what was the purpose of the activity)

**Outcomes** (were the objectives met)

**Next steps** (What is required to move forward)

This activity tracking form is intended to be a guide for monitoring your activities. Over time, these forms will be a useful tool for evaluation and assessing progress. Depending on the nature of the tasks you complete, you may wish to modify this form to better suit your needs.