

Vision

Describe the ultimate goal you desire to achieve here.

Describe the purpose behind your vision.

Your purpose is what fuels the desire to accomplish this ultimate goal, so use this statement as a reminder.

Key Goals

List key goals that lead up to the ultimate goal.

No need to be too descriptive since you can describe each one on their own TRAK sheet.

List as many goals as possible that are relevant to your vision.

Prioritize in any way you need to and separate the ones that must be accomplished in order to achieve your ultimate goal.

(Key Goals are goals that MUST be achieved to reach your ultimate goal)

The one's you separated will be your list of key goals. Begin TRAK-ing each one and determine if the left over goals can be brought in as sub-goals or if they are not needed.

Key Goal

Describe one key goal from your list and identify the basic needs, Time, Resources, Actions, and Knowledge in the blocks below.

TRAKs

Time

Write down how much time you will need to accomplish this goal?

Write down deadlines or the time needed to accomplish this goal.

Actions

List the necessary actions you need to take to accomplish this goal.

If you have deadlines for certain actions, you can align them here next to the Time block.

Resources

List any resources you need to accomplish this goal.
(Think of people, places, and things that will support your success.)

Knowledge

Write down any new knowledge that you need to gain to accomplish this goal.

Align what needs to be learned with the resource you will use.

Journal / Notes

Here, you can journal your progress and take notes of any sub-goals or risk that may impact your progress

Use this space to freely write what you want.

TRAK-ing is very flexible. You can TRAK however you need to and customize in any way shape or form. There is no perfect way of TRAK-ing, as long as you have the information you need to complete your key goal, you can place the information anywhere you want. You can combine sub-goals inside the key goals or you can extend sub-goals off of the key goals. There is no required way of doing this so you can set your own standard as long as you have the

Key Goal

TRAKs

Time

Actions

Resources

Knowledge

