

## Self-monitoring template

This self-monitoring template can be used to help monitor how *motivated* you are to achieve your goal **and** your *progress* to achieve it.

Research shows that to be successful in achieving your goals you need to be highly motivated and monitoring your progress is an integral part of supporting your motivation. You are more likely to be successful if you keep a record of progress (or not), than if you don't.

You can monitor your progress in whatever way suits you. We have provided some ideas and templates for you to use, but please feel free to design your own! The important thing to remember is to do it regularly (daily, weekly or monthly depending on the goal), make it easy to do, easy to remember, and easy to see the progress you are making.

### Using the templates to monitor motivation and progress

#### Step One

Decide which of the *goals and actions* you identified in your SMART action plan you want to track (self-monitor). You can complete a separate template for each of your goals/actions you choose to monitor.

#### Step Two

Record how *motivated* you are to achieve that goal/action. We have created a template which has a scale from 0 (not at all) to 10 (very). If you score less than 7, you may not be sufficiently motivated to carry out the actions needed to succeed. If this is the case, you need to think about why that might be. For example, you might not think the goal or action is possible to achieve, or that you are going to need help and you don't know who will help you, or that the goal/action is not important enough to spend time on. Once you have identified why you don't feel very motivated, try to find a solution that will help you feel more motivated or revisit your SMART goal and action planning template to revise what you want to achieve.

#### Step Three

Make a note of your *progress* towards achieving your goal for the day/week/month. We have created a template which has a scale from 0 (very poor) to 10 (very good). Remember you are tracking your progress, some days you will feel you are going backwards rather than forwards, but don't despair keep trying and keep tracking your progress. If after some time you aren't making the progress you want, give some thought as to how you might overcome the obstacles and barriers that are preventing you moving forward. Try out our Coping Plan resource to help you think through what actions you might be able to take.

By following these steps and completing the templates (or your own version of them), you will be able to see how well you are doing over time.

You can either complete one template for your motivation and a separate one for your progress, or you can combine your motivation and progress on one template by using different colours for each. We'll show you how!

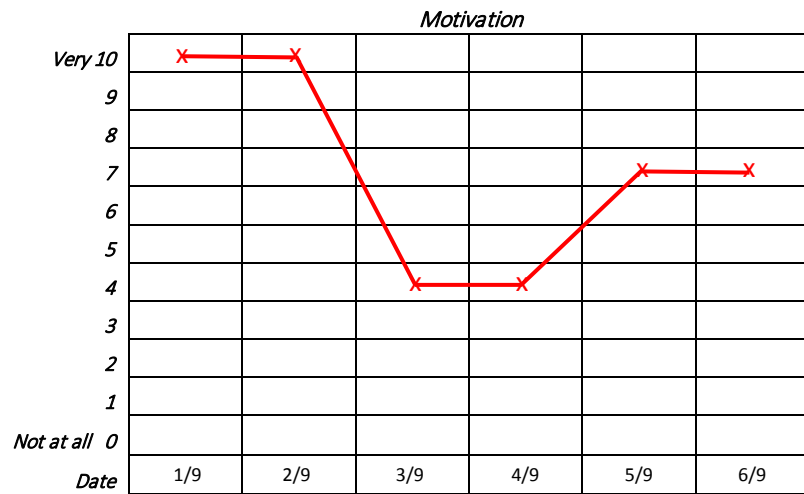
**Example of how you might use this self-monitoring template for self-care**

What is the goal or action you want to monitor? (you can copy and paste this from your SMART goal template)

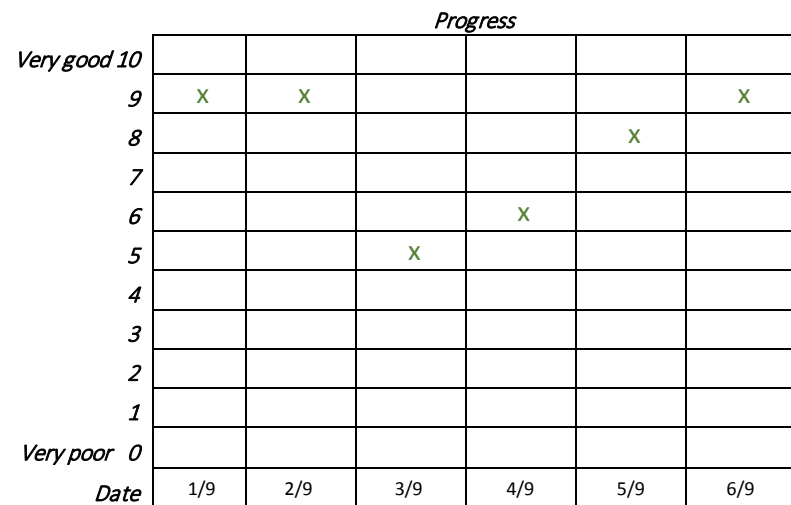
**My goal is** to feel calmer at work so that I feel more able to work effectively. I will use deep breathing exercises to help me feel calmer.

**When, where and how:** I want to be using breathing exercises every day by the end of next week. I will start the working day with a couple of minutes of deep breathing and anytime I begin to feel overwhelmed, I will take a couple of minutes away from the environment or person that is upsetting me to repeat these deep breathing exercises until I feel more able to cope. I will track how I felt and how often I did my breathing exercises to help me cope on a daily basis.

**How motivated I feel**



**My progress**



In this example, you can see that my motivation was high at the start of the week but I ran into some problems when I didn't sleep very well and my motivation dipped mid-week. I know why I had a dip and I need to make sure that I have a strategy for dealing with times when I'm tired and my motivation for anything is low. I also drew a line between the x's for my motivation, so I could more easily see how well I was doing.

**Now it's your turn!**

### Self-monitoring template

What is the goal or action you want to monitor? (you can copy and paste this from your SMART goal template)

**My goal is**

**When, where and how**

#### How motivated I feel

*Motivation*

Very 10						
9						
8						
7						
6						
5						
4						
3						
2						
1						
Not at all 0						
Date						

#### My progress

*Progress*

Very good 10						
9						
8						
7						
6						
5						
4						
3						
2						
1						
Very poor 0						
Date						