

PROGRESS MONITORING



BACKGROUND:

If you've already established SMART goals, it's important to know when you're making progress towards those goals. One way to know if your hard work is paying off is to conduct progress monitoring. This exercise guides you and your teen through developing a progress monitoring plan, including creating a log sheet to track daily performance and a visual graph of the target behavior you're working to change.

INSTRUCTIONS:

1. Download and print a copy of the Behavior Log Tally Worksheet and the Behavior Log Graphing Worksheet.
2. Write the dates on the Behavior Log Tally Sheet for the week.
3. Use the guided reflection questions and your SMART goal planning worksheet to develop the progress monitoring plan, including a clear definition of the behavior you plan to monitor.
4. Place the Behavior Log Tally Sheet in a location where you'll remember to log each instance of the behavior. It can be helpful to complete this at the end of the day or at a specific time with a trusted friend.
5. Each day in the first column of the Behavior Log Tally Sheet, mark the data recording with the target behavior. If you're recording a duration of time, or when a particular behavior occurs, mark those in the second column.
6. Repeat the Behavior Log Tally Sheet for each day the week.
7. At the end of the week, add up the total number of tallies in each column. Using the Weekly Behavior Log Graphing Worksheet, graph the first week of behavior.
8. Repeat Steps 2-6 for additional weeks. Each time you meet a milestone, make a note on the graph. Notice any patterns or challenges that you encounter meeting the goal as you collect data.

NOTES:

- Graphing behaviors can be an important tool to monitor success. It's important to have a clear definition of when a behavior occurs and does not occur.
- It may be helpful to create a 'demonstration graph' or a sample data set to show your teen what an optimal graph should look like. If they're making progress on the SMART goal, should the line increase or decrease over time?

PROGRESS MONITORING PLAN

MY SMART GOAL:

Record the SMART goal you want to monitor.

KEY BEHAVIORS:

- What behaviors will be happening each day if this goal is being achieved?
- Write an observable definition:

MEASUREMENT:

- Which of these behaviors is easiest to measure?
- How can you observe this behavior happening?

WHO

Who will be responsible for recording data?

WHERE

Where will the data collection happen? Where will the data sheet be kept?

WHEN

When will data be collected?
When will you re-visit each week?

START DATE:

END DATE:

BEHAVIOR TALLY SHEET

WEEK OF:

DATE

BEHAVIOR #1

BEHAVIOR #2

DAILY TOTAL


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WEEKLY
TOTALS:

BEHAVIOR GRAPHING SHEET

BEHAVIOR 1:
BEHAVIOR 2:

