Track progress with evidence rather than a decorative percentage

Date: 2026-10-25

Record the starting point, intended check, current evidence and next decision. Two correct answers out of five selected questions equal 40% of that small set; they do not prove 40% mastery of a subject. A draft can exist while references remain unchecked. Choose a measure that matches the goal and keep a link to the work.

Fill the blank rows with your own examples.

Goal / starting point	Check	Observed evidence	Decision / next check
Five problems; no independent attempt yet	Reasoning checked on the selected set	Two independent solutions correct; three need work	Practise the repeated error; retry on Friday
Source comparison; two sources selected	One-page argument and checked references	Draft exists; one reference still unclear	Verify the reference before submission
My goal			

Sources

- Locke & Latham (2002), original research review
- Locke & Latham (2006), New Directions in Goal-Setting Theory
- Seijts & Latham (2005), learning versus performance goals