



TOOL 17

Track Your Work

TIME COMMITMENT

2–4 hours

PEOPLE

Park organization staff

SUPPLIES

- Track Your Work worksheet (link included in this tool download)
- Your organization's Theory of Change, Theory of Action, and Work Plan

INTRODUCTION

How will you measure your efforts?

As you implement your work plan, track your efforts in one document. It'll help you see progress—in the short-, medium-, and long-term—and ensure that all partners align toward shared goals.

This tool documents results. It summarizes organizational equity goals, related subgoals, and metrics to measure progress, connecting your Theory of Change to specific equitable development goals and more. This tool can also be used to organize data collected on these metrics and communicate results with stakeholders.



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TIPS FOR USING THIS TOOL

- Note: You will be prompted to create a copy of Tool 17, Track Your Work. Please click on Make a Copy. The new file should automatically open in your internet browser.
- Metrics should adequately measure progress toward the Theory of Change and subgoals. Ensure your metrics are attainable.
- Your metrics can be customizable to your specific Theory of Change and work plan. They can be quantitative or qualitative or a mix.
- Think about how often you'll be reviewing data with partners to check in on progress to make adjustments as needed. Remember iteration is key to successful data collection.

INSTRUCTIONS

1. Using the **Track Your Work** worksheet, start by adding your Theory of Change statement.
2. Break down your Theory of Change statement in equity subgoals. For each subgoal, enter a context or problem statement it relates to.
3. Each subgoal should be composed of outputs, intermediate outcomes, long-term outcomes, and potential partners. Identify each of these categories. This will help you understand the connection between the problems you identify, and your aspirations, bridging the gap between both.
4. Then, identify baseline metrics, which indicate a numeric value of where you're starting. Do you have metrics you're already starting with? Will you need to come up with new data? You can use this **equitable impacts goals and metrics** list for inspiration.
5. List the partners who are working to support progress on this subgoal.
6. Repeat the above for other subgoals.



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TRACK YOUR WORK EXAMPLES

Atlanta BeltLine has created two data visualization tools to track investments and demographic changes around its impact area.

1. [Atlanta BeltLine Investment Data Explorer](#)
2. [Atlanta BeltLine Demographic Data Explorer](#)