



Set the Pace 2026 – 1•2•3 Tracker

Purpose:

This tracker helps you move from clarity to action without overwhelm.

It is designed to keep movement aligned, capacity respected, and results visible.

This is not theory.

This is a doing tool.

STEP 1: IDENTIFY YOUR TOP 3 PRIORITIES

These are the three things that matter most right now.

Not ten. Not everything. Just three.

Priority 1:

Priority 2:

Priority 3:

STEP 2: BREAK EACH PRIORITY INTO SMALL ACTIONS

Each priority should have 3–5 simple, doable actions.

These are steps you can actually complete.

PRIORITY 1 – ACTIONS:

1.

2. _____
3. _____
4. _____
5. _____

PRIORITY 2 – ACTIONS:

1. _____
2. _____
3. _____
4. _____
5. _____

PRIORITY 3 – ACTIONS:

1. _____
2. _____
3. _____
4. _____
5. _____

STEP 3: TRACK YOUR MOVEMENT

Tracking keeps you from getting stuck after clarity.

Use check marks, dates, or notes to show progress.

Completion matters more than perfection.

What did I complete this week?

What needs to carry over?

What needs to stop or shift?

REFLECTION CHECK (OPTIONAL)

Am I moving with clarity or pressure?

Am I honoring my capacity?

Am I progressing toward results?

CLOSING REMINDER

When you know better, you do better — to be better.

Small, intentional steps done consistently
lead to undeniable results.