# A logo for a wellness program  AI-generated content may be incorrect.

# Track Your Progress

Use this simple worksheet to track your 20 completed activities in one category. You will submit this completed template along with screenshots or other proof when you’re ready to earn a personal day.

## Step 1: Fill in Your Info

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Life U Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department or Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment Type (Full-Time, Part-Time, Remote): \_\_\_\_\_\_\_\_\_\_\_

## Step 2: Choose ONE Wellness Category to Track

☐ Fitness Center or Class Visits

☐ Chiropractic Care (CHOP or Licensed Provider)

☐ 10,000+ Steps Per Day

☐ Life U Wellness Events & Activities

## Step 3: Log Each Activity Below

Write down each completed activity and make sure to collect proof as you go. Proof examples include app screenshots, event sign-ins, or receipts.

**1.** Date: \_\_\_\_\_\_\_\_\_\_\_\_ | What did you do? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Type of proof: \_\_\_\_\_\_\_\_\_\_\_\_
**2.** Date: \_\_\_\_\_\_\_\_\_\_\_\_ | What did you do? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Type of proof: \_\_\_\_\_\_\_\_\_\_\_\_
**3.** Date: \_\_\_\_\_\_\_\_\_\_\_\_ | What did you do? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Type of proof: \_\_\_\_\_\_\_\_\_\_\_\_
**4.** Date: \_\_\_\_\_\_\_\_\_\_\_\_ | What did you do? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Type of proof: \_\_\_\_\_\_\_\_\_\_\_\_
**5.** Date: \_\_\_\_\_\_\_\_\_\_\_\_ | What did you do? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Type of proof: \_\_\_\_\_\_\_\_\_\_\_\_
**6.** Date: \_\_\_\_\_\_\_\_\_\_\_\_ | What did you do? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Type of proof: \_\_\_\_\_\_\_\_\_\_\_\_
**7.** Date: \_\_\_\_\_\_\_\_\_\_\_\_ | What did you do? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Type of proof: \_\_\_\_\_\_\_\_\_\_\_\_
**8.** Date: \_\_\_\_\_\_\_\_\_\_\_\_ | What did you do? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Type of proof: \_\_\_\_\_\_\_\_\_\_\_\_
**9.** Date: \_\_\_\_\_\_\_\_\_\_\_\_ | What did you do? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Type of proof: \_\_\_\_\_\_\_\_\_\_\_\_
**10.** Date: \_\_\_\_\_\_\_\_\_\_\_\_ | What did you do? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Type of proof: \_\_\_\_\_\_\_\_\_\_\_\_
**11.** Date: \_\_\_\_\_\_\_\_\_\_\_\_ | What did you do? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Type of proof: \_\_\_\_\_\_\_\_\_\_\_\_
**12.** Date: \_\_\_\_\_\_\_\_\_\_\_\_ | What did you do? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Type of proof: \_\_\_\_\_\_\_\_\_\_\_\_
**13.** Date: \_\_\_\_\_\_\_\_\_\_\_\_ | What did you do? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Type of proof: \_\_\_\_\_\_\_\_\_\_\_\_
**14.** Date: \_\_\_\_\_\_\_\_\_\_\_\_ | What did you do? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Type of proof: \_\_\_\_\_\_\_\_\_\_\_\_
**15.** Date: \_\_\_\_\_\_\_\_\_\_\_\_ | What did you do? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Type of proof: \_\_\_\_\_\_\_\_\_\_\_\_
**16.** Date: \_\_\_\_\_\_\_\_\_\_\_\_ | What did you do? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Type of proof: \_\_\_\_\_\_\_\_\_\_\_\_
**17.** Date: \_\_\_\_\_\_\_\_\_\_\_\_ | What did you do? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Type of proof: \_\_\_\_\_\_\_\_\_\_\_\_
**18.** Date: \_\_\_\_\_\_\_\_\_\_\_\_ | What did you do? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Type of proof: \_\_\_\_\_\_\_\_\_\_\_\_
**19.** Date: \_\_\_\_\_\_\_\_\_\_\_\_ | What did you do? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Type of proof: \_\_\_\_\_\_\_\_\_\_\_\_
**20.** Date: \_\_\_\_\_\_\_\_\_\_\_\_ | What did you do? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Type of proof: \_\_\_\_\_\_\_\_\_\_\_\_

**Proof submission guidelines:**

* You may submit:
	+ A single PDF (preferred)
	+ A zipped folder with multiple image files
	+ Screenshots pasted into a Word or Google Doc
	+ All files must clearly show your name or user profile if tied to an app (e.g., Apple Health, Fitbit)
* Do NOT Submit:
	+ Unnamed screenshots with no context
	+ Partial submissions (e.g., fewer than 20 activities)
	+ Files without your name or identifying info

## Step 4: Before You Submit

* ✅ I completed all 20 activities in one category
* ✅ My name is on this worksheet
* ✅ I attached proof for each activity (screenshots, receipts, etc.)
* ✅ I’m ready to upload this worksheet as a PDF or scanned copy

Need help? Email 20tolife@life.edu for support.