



Safety & Health Improvement Program

Behavior Tracking Guide





Purpose of Two-Week Behavior Tracking

After you have completed the online training, you will begin tracking your behaviors for two weeks. Research on behavior change has proven that behavior tracking is key to the success of implementing new learned behaviors.

Instructions for Tracking your Behaviors

The behavior tracking activity is designed to improve the transfer of trained supervisor behaviors following the online training. In the training, you will learn about four types of family personal support, as well as safety support. You should begin the tracking process by reviewing these behaviors.

| 4 Types of Work-Family/Work-Life Support | 4 Types of Safety Support |
|--|---|
| <ol style="list-style-type: none">1. Creative management2. Emotional support3. Daily job and personal problem solving4. Model healthy work-life behaviors | <ol style="list-style-type: none">1. Safety communication2. Providing resources3. Feedback/reinforcement & coaching4. Safety role modeling |

This activity involves using a notecard or lanyard to set goals and track your supportive behaviors for two weeks.

We have provided two options for tracking your behaviors:

Printed options

A template for each method is provided along with corresponding directions.

- The 3x5 notecard may be useful if you tend to move locations throughout the day but carry a folder or have pockets to carry the behavior tracking card.
- The lanyard size card could be used if you carry or wear a lanyard in your occupation.

Mobile apps

- There are also a number of mobile apps (not provided) for behavior tracking that can be downloaded through app stores (e.g., Google Play or Apple App Store).
- The benefit of using these mobile applications is that you can track behaviors without printed materials and many have the option of including personalized reminders.



Getting Started With Behavior Tracking

- Print off your tracking notecards or lanyard. Be sure you are comfortable and know how to use your chosen behavior tracking method.
- Print off a weekly tracking card.
 - You will want to track your behaviors over the course of the week.
 - The weekly tracking card was developed to allow you to compare your first week with your second week as well as to give you a snapshot of your goal attainment.
- Start your tracking at the beginning of your next work day.
- Check-in and record your behaviors at least two times per day, although tracking your behaviors as they occur is recommended.
- Set reminders on your personal devices to remind you to track your behaviors throughout your day.
- Check in with your SHIP Champion after the first week, set new goals, and look for areas for improvement.
- Routine follow-up with yourself will be needed after the first two weeks until these behaviors become a part of your everyday work practices.





Behavior Tracking Card Template (3x5 Index Card)

- Print 2 cards (1 per week)
- Printable cards are on the next page of this document
- Indicate your goal on the front of the card
- Track your behaviors on back of card
- Use the Weekly Tracking Card Template to track how you did across weeks

Example of a completed Behavior Tracking Card

FRONT

| | |
|---|-------------------|
| <ul style="list-style-type: none"> • Indicate the number of times per day you would like to use each of the supportive strategies. • Keep track on the other side of the card. • See how well you did at the end of each day. • Modify your goals if necessary. | Goal for each day |
| WORK-FAMILY/WORK-LIFE SUPPORT | 1 per employee |
| Creatively manage employees' work-life needs | |
| Provide emotional support for work-life stressors | |
| Help solve daily schedule & work-life conflicts | |
| Be a work-life role model to your employees | |
| SAFETY SUPPORT | 1 per employee |
| Provide job direction & communicate the priority of safety | |
| Provide resources to help meet safety needs | |
| Provide feedback/coaching on good & bad behaviors | |
| Safety role modeling | |

fold here

fold here

BACK

| | | | | | | | |
|--|----|----|----|----|----|---|----|
| Indicate with a tally mark any time you provide a support. | M | T | W | Th | F | S | Su |
| WORK-FAMILY/WORK-LIFE SUPPORT | | | | | | | |
| Creatively manage employees' work-life needs | II | | | II | I | | |
| Provide emotional support for work-life stressors | | | I | | I | | |
| Help solve daily schedule & work-life conflicts | | | II | | | | |
| Be a work-life role model to your employees | II | I | | | | | |
| SAFETY SUPPORT | | | | | | | |
| Provide job direction & communicate the priority of safety | I | | II | | | | |
| Provide resources to help meet safety needs | I | II | | II | | | |
| Provide feedback/coaching on good & bad behaviors | | | II | | II | | |
| Safety role modeling | I | I | I | II | II | | |





Printable: Behavior Tracking Template (3x5 Index Card)

FRONT

| | |
|--|-------------------|
| <ul style="list-style-type: none">• Indicate the number of times per day you would like to use each of the supportive strategies.• Keep track on the other side of the card.• See how well you did at the end of each day.• Modify your goals if necessary. | Goal for each day |
| WORK-FAMILY/WORK-LIFE SUPPORT | |
| Creatively manage employees' work-life needs | |
| Provide emotional support for work-life stressors | |
| Help solve daily schedule & work-life conflicts | |
| Be a work-life role model to your employees | |
| SAFETY SUPPORT | |
| Provide job direction & communicate the priority of safety | |
| Provide resources to help meet safety needs | |
| Provide feedback/coaching on good & bad behaviors | |
| Safety role modeling | |

fold here

fold here

BACK

| | | | | | | | |
|--|---|---|---|----|---|---|----|
| Indicate with a tally mark any time you provide a support. | M | T | W | Th | F | S | Su |
| WORK-FAMILY/WORK-LIFE SUPPORT | | | | | | | |
| Creatively manage employees' work-life needs | | | | | | | |
| Provide emotional support for work-life stressors | | | | | | | |
| Help solve daily schedule & work-life conflicts | | | | | | | |
| Be a work-life role model to your employees | | | | | | | |
| SAFETY SUPPORT | | | | | | | |
| Provide job direction & communicate the priority of safety | | | | | | | |
| Provide resources to help meet safety needs | | | | | | | |
| Provide feedback/coaching on good & bad behaviors | | | | | | | |
| Safety role modeling | | | | | | | |





Behavior Tracking Card Template (Lanyard Size)

- Print 10 cards (5 for each working day for each of the 2 weeks)
- Printable cards are on the next page of this document
- Note your daily goal and the day on each side of the card
- Track your behaviors by putting tally mark for each time you showed that behavior
- Place your total for the day in the total box
- Use the Weekly Tracking Card Template so to track how you did across weeks

Example of a completed Lanyard Size Card

| | |
|--|-----------|
| WORK-FAMILY/WORK-LIFE SUPPORT BEHAVIORS | Day: M |
| Creative Work-Life Management | // |
| Emotional Support | // |
| Daily Job & Personal Problem Solving | / |
| Work-Life Role Modeling | / |
| DAILY TOTAL | 6 |
| SAFETY SUPPORT BEHAVIORS | Day: M |
| Safety Communication | // |
| Providing Resources | / |
| Feedback and Coaching | /// |
| Safety Role Modeling | // |
| DAILY TOTAL | 8 |



Printable: Behavior Tracking Template (Lanyard Size)

| WORK-FAMILY/WORK-LIFE SUPPORT BEHAVIORS | Day: |
|--|------|
| Creative Work-Life Management | |
| Emotional Support | |
| Daily Job & Personal Problem Solving | |
| Work-Life Role Modeling | |
| DAILY TOTAL | |
| SAFETY SUPPORT BEHAVIORS | Day: |
| Safety Communication | |
| Providing Resources | |
| Feedback and Coaching | |
| Safety Role Modeling | |
| DAILY TOTAL | |

| WORK-FAMILY/WORK-LIFE SUPPORT BEHAVIORS | Day: |
|--|------|
| Creative Work-Life Management | |
| Emotional Support | |
| Daily Job & Personal Problem Solving | |
| Work-Life Role Modeling | |
| DAILY TOTAL | |
| SAFETY SUPPORT BEHAVIORS | Day: |
| Safety Communication | |
| Providing Resources | |
| Feedback and Coaching | |
| Safety Role Modeling | |
| DAILY TOTAL | |



Behavior Tracking: Weekly Tracking Card

- It is important to track how well you are doing over the course of each week
- The printable card is on the next page
- Print one card
- Track how often you exhibit certain behaviors and how you are meeting your goals
- Keep and track behaviors for two weeks
- Compare your goals weekly and make any adjustments

Example of a completed Weekly Tracking Card (Lanyard Size)

| WORK-FAMILY/ WORK-LIFE SUPPORT Place daily totals in this card. Compare across weeks. | | |
|---|--------|--------|
| Day | Week 1 | Week 2 |
| M | 3 | 2 |
| T | 1 | 1 |
| W | 1 | 3 |
| Th | 2 | 4 |
| F | 1 | 3 |
| S | | |
| Su | | |
| TOTAL: | 8 | 13 |
| SAFETY SUPPORT Place daily totals in this card. Compare across weeks. | | |
| Day | Week 1 | Week 2 |
| M | 1 | 1 |
| T | 1 | 1 |
| W | 3 | 3 |
| Th | 2 | 3 |
| F | 3 | 3 |
| S | | |
| Su | | |
| TOTAL: | 10 | 11 |



Printable Weekly Tracking Card

| WORK-FAMILY/WORK-LIFE SUPPORT | | |
|---|--------|--------|
| Place daily totals in this card. Compare across weeks. | | |
| Day | Week 1 | Week 2 |
| M | | |
| T | | |
| W | | |
| Th | | |
| F | | |
| S | | |
| Su | | |
| TOTAL: | | |

| SAFETY SUPPORT | | |
|---|--------|--------|
| Place daily totals in this card. Compare across weeks. | | |
| Day | Week 1 | Week 2 |
| M | | |
| T | | |
| W | | |
| Th | | |
| F | | |
| S | | |
| Su | | |
| TOTAL: | | |