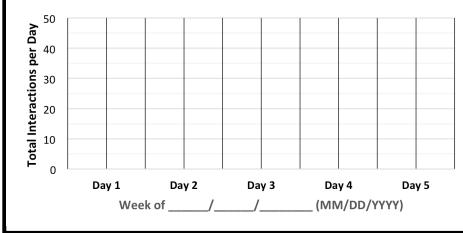# Daily Activity Tracking Chart and Instructions

To use this Daily Data Tracking Chart, all you have to do is enter the "Grand Total" of Interactions for each day onto the chart and connect the dots.
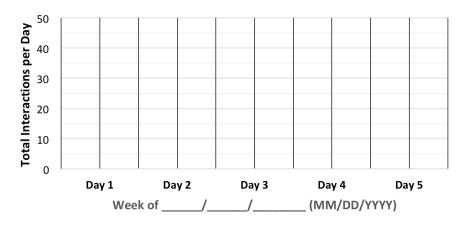
1. Find "Grand Total" for "Day 1" (Daily Data Card)
2. Find the vertical column for "Day 1" (Daily Data Tracking Chart)
3. Using the vertical scale to the left from "0" to "50," follow the vertical line up to approximately the value of Day 1's Total.
4. For example, if "Grand Total" for Day 1 was 45, follow the vertical line above Day 1 in the Tracking Chart to about halfway between 40 and 45 and make a dot.
5. Repeat for each day of the work week.
6. Once you have a dot for each day of the week, draw a line that connects the dots in order from Day 1 to Day 5.

Be Super! Daily Activity Tracking Chart

Total Interactions per Day

50
40
30
20
10
0

Day 1   Day 2   Day 3   Day 4   Day 5

Week of _____/_____/_____ (MM/DD/YYYY)

Be Super! Activity Tracking Card for _____ *(name)*
Day of the Week: _____ , **Date:** ___/___/_____

I spoke with an employee... (tally for each interaction below) **Totals**
(e.g., I, II, and IIII): ☐
... about their FAMILY/NON-WORK ACTIVITIES.
: ☐
... about my FAMILY/NON-WORK ACTIVITIES.
: ☐
... about their WORK performance.
: ☐
... about my WORK performance.
Today's Total: ☐

DAILY ACTIVITY TRACKING CARDS – Weeks 1-2

Be Super! Activity Tracking Card for _____ *(name)*
Day of the Week: _____ , **Date:** ___/___/_____

I spoke with an employee... (tally for each interaction below) **Totals**
_____ (e.g., I, II, and IIII): [ ]
... about his/her FAMILY/NON-WORK ACTIVITIES.
_____ : [ ]
... about his/her WORK performance.
_____ : [ ]
... about their SAFETY and safety in general at work.
_____ : [ ]
... about their/my WELLBEING (e.g., diet, exercise, stress).
Today's Total: [ ]

Be Super! Activity Tracking Card for _____ *(name)*
Day of the Week: _____ , **Date:** ___/___/_____

I spoke with an employee... (tally for each interaction below) **Totals**
_____ (e.g., I, II, and IIII): [ ]
... about his/her FAMILY.
_____ : [ ]
... positively about his/her WORK performance.
_____ : [ ]
... about their SAFETY and safety in general at work.
_____ : [ ]
... about their/my WELLBEING (e.g., diet, exercise, stress).
Today's Total: [ ]

Be Super! Activity Tracking Card for _____ *(name)*
Day of the Week: _____ , **Date:** ___/___/_____

I spoke with an employee... (tally for each interaction below) **Totals**
_____ (e.g., I, II, and IIII): [ ]
... about his/her FAMILY.
_____ : [ ]
... positively about his/her WORK performance.
_____ : [ ]
... about their SAFETY and safety in general at work.
_____ : [ ]
... about their/my WELLBEING (e.g., diet, exercise, stress).
Today's Total: [ ]

Be Super! Activity Tracking Card for _____ *(name)*
Day of the Week: _____ , **Date:** ___/___/_____

I spoke with an employee... (tally for each interaction below) **Totals**
_____ (e.g., I, II, and IIII): [ ]
... about his/her FAMILY.
_____ : [ ]
... positively about his/her WORK performance.
_____ : [ ]
... about their SAFETY and safety in general at work.
_____ : [ ]
... about their/my WELLBEING (e.g., diet, exercise, stress).
Today's Total: [ ]

Be Super! Activity Tracking Card for _____ *(name)*
Day of the Week: _____ , **Date:** ___/___/_____

I spoke with an employee... (tally for each interaction below) **Totals**
_____ (e.g., I, II, and IIII): [ ]
... about his/her FAMILY.
_____ : [ ]
... positively about his/her WORK performance.
_____ : [ ]
... about their SAFETY and safety in general at work.
_____ : [ ]
... about their/my WELLBEING (e.g., diet, exercise, stress).
Today's Total: [ ]