



User Guide IGNITE Your Business – SPARK Progress Tracker

Instructions:

- Download the *SPARK Progress Tracker* (PDF, Digital PDF, or Google Doc) at phillipmatthew.com/ignite/resources/.
- Track your 12-week *SPARK* plan in Google Forms, Sheets, or paper.

Track Your Progress:

- Google Forms: Create a form with 1. Week Range; 2. Task; 3. Completed (Yes/No); 4. Prompt (sentence/quote).
- Save in Google Sheets.
- Example: Week 1–3: Journal daily, set goal; Completed: Yes; Prompt: “Leadership is not about being in charge...” – Sinek.
- Alternatives: Google Docs, Sheets, or paper.

“Unlock your potential with daily clarity.” – UYP Philosophy

Next Step: Discuss progress with Phil at phillipmatthew.com/book-a-call.