

PLANETARYMOTION®

INSIDE ACCESS TO SPECIAL PROMOTIONS AND HELPFUL TIPS

PERFORMANCE REVIEW TIME



Performance Review Time – What Do You Say?

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Once a year your employer asks you to complete a self-evaluation. Ugh! Putting words to all your accomplishments can be stressful and mind wrenching. Even more difficult is finding uninterrupted time to write down the information. Below are some tips to help you complete your evaluation without losing sleep.

1. Identify a designated place and/or file folder to store items of praise and accomplishments. Throughout the year, as you receive praise either verbally or by email, put a copy in your file. It will be easier for you to remember your accomplishments when you already have them at your fingertips.

2. Keep a journal. If you like to write, try using a journal to record your accomplishments and praise. Having the information in one spot is half the battle. Trying to remember what you've accomplished over the year without keeping a record may mean you forget to include some significant milestones.

3. Focus on skills that you have developed or improved. If you haven't already set-up a process to keep track of your successes, take a minute to reflect on what skills, projects or training you've done during the year. Focus on your improved skills and successes.

4. Identify areas that need improvement.

To keep growing and learning, don't forget to include areas where you need to improve. Be honest with yourself. Learning skills to improve your weaknesses could mean that someday they will be your strengths.

5. Categorize your accomplishments.

Once you have developed your list, put your accomplishments into categories. Some suggestions include: initiative, judgment, knowledge, leadership, management ability, creativity, computer skills, achievements, interpersonal skills, negotiating skills, planning, presentation skills, decision making, problem solving, team skills, delegating, writing ability and time management to name a few.

6. Keep your phrases crisp, clear, and concise. Once you've gathered your list of accomplishments and improvements, now what do you say? Remember to keep your phrases crisp, clear and to the point. If you use long drawn out paragraphs, your key accomplishments may get lost in the sea of words.

7. Eloquently phrase your accomplishments. Use effective phrases to describe your responsibilities and expanding accomplishments. Below are some examples:

a. Leadership. Promotes harmony and teamwork; takes charge; inspires others to do their best. Provide an example of something you've done that ties into these attributes. Perhaps you participated in a project and served as the team leader. Maybe you took charge of a customer-related situation with a positive outcome.

b. Team skills. Excels in developing team momentum, enthusiasm and pride; encourages the full participation of all

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team members; resolves team conflicts with finesse. An example here could be that you served on a committee to improve the community website for your team. List some of your contributions.

c. Time management. Consistently meets all deadlines; makes effective use of manager's time and resources; prepares meeting agendas that are concise and time saving. Tell how you did this and/or be specific as to how you were successful with your time management skills.

d. Interpersonal skills. Develops relationships based on dependability and honesty; promotes relationships of trust and respect; works effectively with multiple managers; recognizes the needs of others; identifies and understands manager's goals and objectives; conveys a positive personal image. Think of situations where you have used your interpersonal skills to accomplish tight deadlines, quickly gathered information or developed trust due to your actions.

8. Use a variety of verbs. Develop or research a list of verbs that keep your comments concise and clear. Some examples include: administers, anticipates, assimilates, assesses, arranges, broadens, builds, capitalizes, challenges, coaches, collaborates, composes, cooperates, delivers, delegates, demonstrates, devotes, documents, eliminates, empowers, enables, enriches, establishes, facilitates, formulates, generates, instructs, influences, maintains, maximizes, motivates, overcomes, participates, plans, produces, represents, schedules, strengthens, targets, undertakes, writes...just to name a few.

9. Future development. After reviewing your performance evaluation, develop some strategies for areas of improvement.

Establish a goal-oriented plan to grow and receive greater responsibility. Enroll in a course, participate in a workshop, become a volunteer on a committee, attend a forum or participate in a conference.



10. Accept feedback. Don't waste time beating yourself up if you receive negative feedback. Turn negative feedback into a positive by identifying how you can change that behavior or skill. If you can't figure out what steps to take to turn the weakness into strength, consult a mentor, work with your manager to develop some ideas and a plan of action, read books or take classes. It is important to make sure your weakness doesn't appear on your review the following year.

I am confident that these steps will help prepare you for a successful performance review. You can develop your full potential by implementing these strategies, developing goal-oriented plans, and establishing ideas to ensure personal growth.

You can find other resources to help prepare you for a successful performance review. **Check out:**

Effective Phrases for Performance Appraisals by James E. Neal, Jr.

Also, an article from *BusinessWeek* entitled "Performance Review Do's and Don'ts" by Liz Ryan.

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