REVIEW PERIOD _____

Three work goals, *each with a first step.*

Draft them before your review: a date, a result you can show, a guardrail so the number doesn't eat the rest of your job, and what you'll do first.

1

By _____ *I will* _____

_____

◯ OUTCOME ◯ LEARNING MEASURED BY _____

WITHOUT _____ MATTERS BECAUSE _____

Q1 _____ Q2 _____ Q3 _____ Q4 _____

FIRST STEP _____ SUPPORT I NEED _____

MONTHLY CHECK-IN J ◯ F ◯ M ◯ A ◯ M ◯ J ◯ J ◯ A ◯ S ◯ O ◯ N ◯ D ◯

2

By _____ *I will* _____

_____

◯ OUTCOME ◯ LEARNING MEASURED BY _____

WITHOUT _____ MATTERS BECAUSE _____

Q1 _____ Q2 _____ Q3 _____ Q4 _____

FIRST STEP _____ SUPPORT I NEED _____

MONTHLY CHECK-IN J ◯ F ◯ M ◯ A ◯ M ◯ J ◯ J ◯ A ◯ S ◯ O ◯ N ◯ D ◯

3

By _____ *I will* _____

_____

◯ OUTCOME ◯ LEARNING MEASURED BY _____

WITHOUT _____ MATTERS BECAUSE _____

Q1 _____ Q2 _____ Q3 _____ Q4 _____

FIRST STEP _____ SUPPORT I NEED _____

MONTHLY CHECK-IN J ◯ F ◯ M ◯ A ◯ M ◯ J ◯ J ◯ A ◯ S ◯ O ◯ N ◯ D ◯

YEAR _____

Write it down *the week it happens.*

By review time nobody remembers what you did, including you. One line a week: what you did, what it changed, and which goal it moved.

I WINS SMALL ONES COUNT

DATE	WHAT I DID	WHAT IT CHANGED	GOAL

II BEFORE THE REVIEW READ THE LOG FIRST

Which goal moved most, and what shows it?

What didn't move, and what got in the way?

What do I want to learn or own next year?

How to use it in a self-evaluation: plannedo.com/blog/work-goals-examples