

# PERFORMANCE IMPROVEMENT

## PURPOSE

Use this template to discover what's hindering top performance and create a plan to improve it.

### Address accountability:

- How did you perform on your goals?
- What resources would have been helpful in achieving your goals?
- How can I help keep you accountable for achieving goals and results?
- How will you keep yourself accountable for meeting goals, deadlines, and results?
- How are you being efficient or inefficient with your time?

### Make a plan:

- Include specific objectives and key results that will lead to reaching your goal(s).  
*Make sure to include due dates for each OKR or SMART goal to keep on track.*
- Discuss goal progress with your manager or a mentor.  
*If you encounter a barrier to achieving your goal, ask for help in removing or working around the barrier.*

### Reflect:

- What is a recent situation you wish you had handled differently?
- What would you have changed?
- What are other situations you can use these strengths?

### Good:

Managers reflect on performance and provide feedback to improve.

### Best:

Managers and employees discuss opportunities for growth and coach to be successful together.