

Improving personal performance: evaluation sheet

Date:
Example of where I took action to improve my performance
What needed to be done?
What were the issues?
What made this a priority or a good area to address?
The preparation and planning I undertook
My strategy (plan) for improving my performance

What I did. Any changes or adaptations that I made to the strategy

What worked?

What else could I have done or could I try on a future occasion?

What changed?

What did I learn about my own performance through this experience?

The ways this knowledge is more generally applicable to my study, work or life.