Annual Performance Review

"Champions do not become champions when they win the event, but in the hours, weeks, months, and years they spend preparing for it. The victorious performance itself is merely the demonstration of their championship character." - T. Alan Armstrong

At the end of each year, it is wise to set aside time to reflect on the past year and plan for the upcoming year. This will help you have more clarity, focus, and commitment to be a champion in the upcoming year. Legendary basketball coach Bobby Knight said everyone has the will to be a champion, but few have the will to prepare to be a champion.

Sequential steps to prepare to be a champion and have a banner year:

1. Start by highlighting the highlights for the past year
2. Suggest specific improvements
3. Solicit feedback from your spouse, friends, and coworkers
4. Write a summary evaluation in conversation tone from the perspective of an employer

Remember, life is a journey, not a destination. Growth is a continual process. Challenges are presented to you until a correction is made. After you make the correction, that challenge will likely pass away and be replaced with another new challenge. If you are constantly growing, what matters most to you this year will be different than last year.

When completing this performance review:

- Don't forget about achievements made early in the year
- Be objective, using facts whenever possible
- When completing the summary evaluation, write in a conversational tone as if doing the review about someone else. Do this review from the perspective of an employer evaluating you as a worker. Use appropriate language.
- Don’t be overly modest. Don't be afraid to take the credit for claiming the victory in a big way.
- Find a good friend who will always cover your back and also tell you the truth - good or bad.
- Never share your goals and dreams with people who are negative and don't support you. Do not cast your pearls before swine.

Highlight the highlights

What you did

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What you overcame

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What you learned

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What real results you achieved

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What are you thankful for this year?

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What matters most to you?

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What is different since the same time last year?

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What unique experiences set this year apart from all that preceded it?

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Suggest specific improvements

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Solicit feedback from your spouse, friends, and coworkers

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Summary Evaluation