

ROCK YOUR REVIEW *Workbook*

Created by Mya Tyler





WELCOME!

Hi there! I'm Mya Tyler, executive coach and business advisor. As the CEO and founder of Tapestry Advisory Group, LLC, I work with high-achieving individuals to upgrade their professional lives.

I'm thrilled to share these strategies for navigating your review with confidence. I hope you find them as helpful as I have.

Since leaders, workplaces, and workers all differ greatly, please carefully consider which suggestions to use, and adapt as you see fit.

Mya



TABLE OF CONTENTS

Reflect on Your Year	1 - 2
Document Achievements	3 - 4
Set Goals for Next Year	5 - 6
Prepare for the Conversation	7
How to Work with Me	8



REFLECT ON YOUR YEAR - TIPS

Great reviews start with identifying your accomplishments for the year.

You'll find space on the next page to brainstorm your accomplishments. The strategies below may help refresh your memory.

- Review your calendar for meeting topics - pay attention to big projects or processes you were part of making successful. What was your role?
- Ask a few peers what they think you did well this year. Be prepared to share your positive insights about their work too.
- Did you go "above and beyond" on anything? Work long hours? Go out of your way to help someone?
- Did you receive any compliments from leaders or customers. Screenshot or save excerpts from any praise you received.



Be sure to address how you've achieved any of the goals that were identified in last year's review.



REFLECT ON YOUR YEAR

Brainstorm: Now that you've had time to reflect, what have you done well this year? (You'll have a chance to refine this list in the next step.)



DOCUMENT ACCOMPLISHMENTS – TIPS

From the list above, identify the **Top 5** accomplishments. Use the following tips to ensure they are as impactful as possible. You'll find space on the next page for documenting them.

- State your accomplishments in terms of results. What did they do for the company, department, or customer?
- Explain how the accomplishment supports the company by connecting it to a company core value or strategic initiative.
- Use numbers where possible. Did you reduce time needed for a process by 15%? Save \$100,000 a year by eliminating a duplicate software?
- Highlight collaborative or leadership activities. Don't overstate your efforts, but if you were guiding the group, be sure to note it.
- Be specific. State examples and specific actions you took.



Once you have a well-written list of accomplishments, share it with your boss ahead of your review.



DOCUMENT ACCOMPLISHMENTS

List your top 5 accomplishments, following the guidelines above.

1.

2.

3.

4.

5.



SET GOALS - TIPS

Creating goals for the next year may be part of the performance review process, or an activity that follows shortly after. Since you've just reviewed your year, this is a perfect time to consider your goals for next year.

- Use **SMART** goals - Your goals should be Specific, Measurable, Achievable, Relevant, and Time-Bound
- Align with the company's goals and values.
- Focus on outcomes, not activities. Emphasize the results of impact of work, rather than just listing tasks to be completed.
- Include both performance and development objectives: Balance objectives that improve current job performance with those that support long-term career growth and skills development.
- Make them challenging yet achievable.



Even if not required, create a separate quarterly sub-goal for each of your goals, and review your progress throughout the year. This helps you stay on track and creates some milestones to report to leadership.



SET GOALS

List your top 5 goals, following the guidelines above.

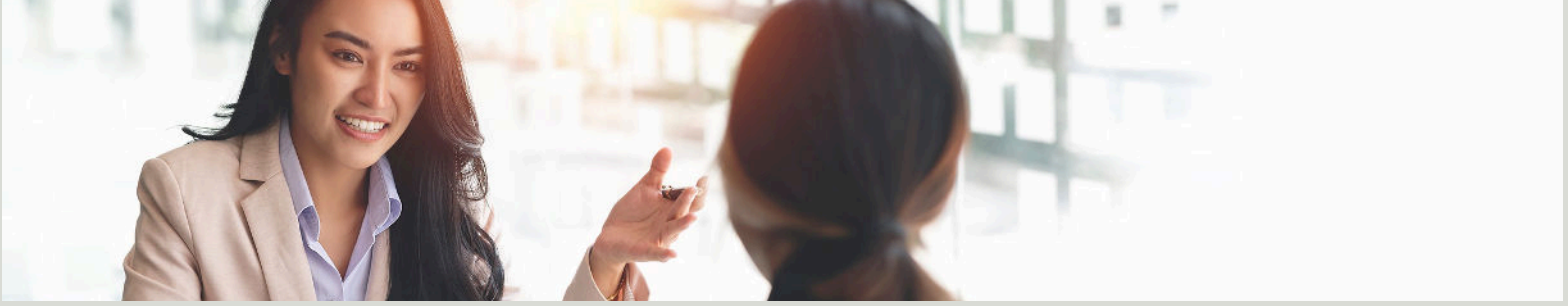
1.

2.

3.

4.

5.



PREPARE FOR THE CONVERSATION - TIPS

Preparation helps ensure that your review conversation is positive and productive. Keep the following tips in mind when participating in the review conversation.

- Approach the conversation as an opportunity to gather information about how to improve your career.
- Listen actively.
- Pause and take a deep breath before responding to any negative feedback. “Thank you for the feedback” can be a good lead-in to your response.
- Bring ideas for future objectives.
- Focus on the positive.
- Be professional and respectful in tone: Maintain a calm demeanor throughout the conversation.



Thank your leader for their support and guidance throughout the year.

PREPARE FOR THE CONVERSATION

Answer the following questions prior to the review conversation.

What can you genuinely thank your boss for? Specific opportunities?
Support in certain situations?

Write a concise 1-2 sentence summary of your achievements for the year.

What did you enjoy about your job last year?

What would you like to improve on for next year?

What are your overall career aspirations?

CONGRATULATIONS!

You have finished preparing for your review. I hope you're feeling more confident in your achievements and more optimistic about your review.



READY TO INVEST IN YOURSELF?

I'd love to help.
Schedule a free 30-minute consultation.

BOOK A CALL NOW



Let's connect on LinkedIn!

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