



ACTION STEPS TO IMPROVE YOUR SELF ASSESSMENT



STEP 1

Consider projects and tasks you worked on across the past year.

STEP 2

Think about the skills you need to complete those projects or tasks well.

STEP 3

Consider how well you demonstrate those skills; divide your performance into strengths and development areas.

STEP 4

Provide at least one example from your daily work which illustrates why a skill is a strength or development area for you.

STEP 5

List what steps you and your organization can take to improve your performance across development areas.

