

Review Preparation

The Basics:

- The process takes 12 weeks. You can do it in less, but only with some pain.
- Schedule 30 minutes a week.
- Create a folder for all your data and documentation. This document probably will stay on top.
- Finish before your boss has to do the review.
- **KEY: 30 MINUTES, ONCE A WEEK, 12 WEEKS**

Timeline Overview/Schedule

Week 1: Last Year's Review	Scheduled: _____
Week 2: Job Description	Scheduled: _____
Week 3: Your Resume	Scheduled: _____
Week 4: Boss One on Ones	Scheduled: _____
Week 5: Team One on Ones	Scheduled: _____
Week 6: Reports	Scheduled: _____
Week 7: Documents	Scheduled: _____
Weeks 8, 9 and 10: EMAIL!	Scheduled: _____
Weeks 11 and 12: Write it	Scheduled: _____

Week 1: Last Year's Review (Read slowly)

- **Accomplishments** – they may have value now.
- **Feedback:** Areas to work on? Recommendations? Can you improve on issues in the remainder of the year?
- **Objectives (For This Year):** Anything need re-energizing? Anything need an explanation?
- **Boss's Issues:** Themes or patterns you recognize.

About This Document and Manager Tools

Many managers don't like preparing performance reviews. Consequently, they don't spend as much quality time on them as they should.

What that means, of course, is that your manager is doing the same thing to you.

Doesn't it make sense to help him or her do a good job?

This note-taking and organizing document is part of the collateral related to our free podcast, "How To Prepare For Your Own Review". The podcast and all of the associated collateral is free to registered members (and yes, registration is free too). You can find us at <http://www.manager-tools.com>.

There is a detailed PDF of a PowerPoint presentation going into even more details about how to prepare for your own review, **and a transcript of the entire podcast, which is over an hour long.**

Manager Tools is a website dedicated to making you better as a manager. We deliver free podcasts every week on topics like how to coach, how to run meetings, how to write reviews, how to manage your boss, and how to communicate. It's all about the basic blocking and tackling of management that no MBA or corporate program ever seems to teach.

We have thousands of members who not only listen to our podcasts but also ask questions and contribute to our discussion forums. Our forums are monitored every day by our founders - and we answer your management questions.

We're ranked #1 in Business on Podcast Alley, and in the top 10 of Business on iTunes Podcast rankings.

We tell our members that it's a privilege to serve them - we hope you'll join us.

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Manager Tools
Co-Founders