



Performance

Examine your own performance on the job. Identify two or three things that you know you need to improve. Write them down below:

1.

2.

3.

Create a plan for improvement and get to work. During your next performance review with your supervisor, compile your notes and be prepared to participate in the discussion to learn whether you are heading on the right track. If your review is some time away, don't hesitate to meet with your supervisor earlier to obtain more feedback and ideas.