

# Performance Management Analysis Worksheet

In order to be successful in any significant task, you must: \*

1. Know What to Accomplish
2. Know How to Accomplish It
3. Have Access to the Tools to Accomplish It
4. Be Motivated to Succeed
5. Take Responsibility for Your Success
6. Recognize Success When It Occurs

Failure in any one of these six aspects decreases the likelihood of a positive outcome.

Specific Task: _____	Current Score (1 TO 5; 5 = best)	Factors I Need to Address for Optimal Success	Actions I Will Consider to Increase My Chances of Success	Whose Help Will I Need?	Comments, etc.
1. I Know What I Need to Accomplish					
2. I Know How to Accomplish It					
3. I Have Access to the Tools Needed to Accomplish It					
4. I Am Motivated to Succeed in This Task					
5. I Am Able to Take Responsibility for My Success					
6. I Will Be Able to Recognize When I Am Successful					

<b>My Action Plan:</b>	
<b>My Results:</b>	

Today's Date: \_\_\_/\_\_\_/\_\_\_