Performance Development Diary

Discuss these observations with your manager!

It is important to keep track of events that relate to your objectives. These events can be accomplishments and/or circumstances that cause interference. Try to focus on behaviors and create statements using action verbs, i.e.: spoke, presented, helped, and demonstrated. Connect these verbs with examples of what you did while performing the activity.

Last Performance Development Meeting: _____

Next Performance Development Meeting: _____

Occupational Descriptor _____ Current Performance _____12 month Objective _____ 12 month Outcome _____

Date	Observations
05/30/00	**Example:** *While reviewing May' s month-end report, I discovered a vendor error. I resolved the discrepancy and saved our department $12,000*.
06/15/00	**Example:** *Fred and Jim are not responding to my phone or email messages. Without their input, I cannot finish and distribute the monthly reports. This is becoming a chronic problem and is interfering with my deadlines.*

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