Jhana

Feedback Log

Use this log to track all of the feedback you receive in performing your job. You can refer back to it to remind yourself of development goals, as well as to spot trends and summarize feedback at key junctures, such as for a performance evaluation meeting. We've filled in the first row with an example to help guide your answers.

Date/From	Feedback	Example(s)	How to address	Results
4/3/15 Jean (direct report)	My meetings often start and end late. This is hurting Jean's productivity.	4/4 brainstorm began 15 min. late and ran 20 min. over. 4/9 team mtg. began 10 min. late and ran 15 min. over.	1. Show up 5 min. early. 2. Start on time even if others are late. 3. Ask latecomers to be on time.	Started 4/15 meeting on time. Lisa joined late, asked her to be on time. Jean thanked me for this in her one-on-one!

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