



## **Performance Awareness Worksheet**

### **Description**

The most crucial areas for development for both individuals and teams are the areas where performance is most important for the organization, and where the most significant gaps exist.

The Performance Awareness Worksheet can be used by individuals or teams to boost awareness of which skills or responsibilities are most important, and how high or low performance is for that item.

### **Instructions**

To use the Performance Awareness Worksheet:

1. List the skills, tasks, or responsibilities that you want to assess.
2. On the left-hand side, assign a rating from 1 (low) to 10 (high) indicating how IMPORTANT the item is to you and to the organization.
3. On the right-hand column, mark an “X” on the scale to indicate your assessment of the current, actual, level of skill, proficiency, quality, or outcomes associated with the skill.
4. Review the list for the items that are the most high in importance, and low in performance — these are the areas for development.



## Performance Awareness Worksheet

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**INSTRUCTIONS:** Note the performance skills and/or qualities your job demands of you and their relative importance both to you and your company. At right, mark your current proficiency level for each skill with an "X." Mark where you want it to be with an "O."

### Skill or Quality

To Me	To Company		LOW	HIGH
			0 1 2 3 4 5 6 7 8 9 10	
<input type="checkbox"/>	<input type="checkbox"/>	1. _____		
<input type="checkbox"/>	<input type="checkbox"/>	2. _____		
<input type="checkbox"/>	<input type="checkbox"/>	3. _____		
<input type="checkbox"/>	<input type="checkbox"/>	4. _____		
<input type="checkbox"/>	<input type="checkbox"/>	5. _____		
<input type="checkbox"/>	<input type="checkbox"/>	6. _____		
<input type="checkbox"/>	<input type="checkbox"/>	7. _____		
<input type="checkbox"/>	<input type="checkbox"/>	8. _____		
<input type="checkbox"/>	<input type="checkbox"/>	9. _____		
<input type="checkbox"/>	<input type="checkbox"/>	10. _____		