

TRACKING CHANGES

a quarterly performance appraisal workbook for writers



DAWNING

EDITS



hi friends!

This performance appraisal workbook is for anyone who wants to try to get a better idea of where their writing has progressed, where it is going and how it is getting there. The first version was created when I realised that I felt exhausted from working hard on my writing in my few precious hours of 'down time' a week, but I couldn't actually measure how it had been progressing.

I decided to tweak my business performance appraisal to be more specific to my writing goals, and I found that it worked really well in giving me some clarity on where I'd been investing my precious writing time, what I enjoyed about writing, what I was struggling with and where I wanted to improve.

Other people have showed an interest in my writing performance appraisal process, so I thought I'd neaten it up a little and create a downloadable pdf, so that anyone who wanted to could try it.

I hope you find this workbook useful, and that you enjoy the process of dedicating a little time to reflecting on your writing practice, dreaming big and planning for your future writing success!

happy writing!
alexandra

APPRAISAL DETAILS

Name:

Date:

Previous appraisal completed:

Dates covered by previous appraisal:

Dates covered by this appraisal:

Date of next appraisal:

PART 1 - REVIEW OF PREVIOUS APPRAISAL

Firstly, take a few minutes to re-read your previous performance appraisal. Think about the details you gave for your previous review notes, as well as the 'Looking Ahead' and 'Objectives' sections.

What were the long-term goals from your previous writing appraisal?

What has gone well since your last appraisal? Where do you think your writing has been the most successful? What parts of your writing practice did you enjoy most?

What do you think contributed to this? How could you continue this positivity moving forward?

What hasn't gone so well since your last appraisal? In which areas do you feel like your writing could improve? What parts of your writing practice did you least enjoy?



What do you think contributed to this? How could you overcome this in the future?



What external factors have affected your writing (either positively or negatively) since your last appraisal?



PREVIOUS WRITING OBJECTIVES

Objective
Achieved?

1.		<input type="checkbox"/>
2.		<input type="checkbox"/>
3.		<input type="checkbox"/>

Having looked at the results of your objectives for the last performance appraisal, how do you feel? If you didn't achieve (or make progress on) an objective, do you know why? Is there anything you can learn from this, or adapt going forward?

PART 2 - LOOKING AHEAD


(You may find that some of your answers in this section are the same as those in your previous appraisal. This section is specifically designed to give you the opportunity to reassess your writing goals and adjust them as necessary.)

Think about your long-term writing goals. Where do you see yourself and your writing in five years? What do you want to have achieved? How do you envision your life and your writing? Dream big! Don't worry about what you think you should want, or what other people want. Be honest with yourself, and remember, no one else has to see this!

What about over the next year? What are the writing goals you'd like to achieve within the next twelve months?

Thinking about your long-term and more immediate writing goals, spend some time thinking of objectives you'd like to achieve that would bring you closer to your writing goals.

(Don't spend too much time worrying about practicalities at this point, we will look at those in a minute. For now, just try to get down some objectives or milestones that will bring you closer to the goals you listed on the previous page.)



Look at the objectives you listed above. Which of these clearly link to your overall writing goals AND fill you with excitement? Ideally, these are the objectives that you should be pursuing over the coming months. If an objective is going to take longer than three months to achieve, can you break it down further into milestones? Narrow down your list to three objectives or milestones that can be realistically achieved in the next three months and detail them below.



PART 3 - WRITING OBJECTIVES

Use this page to detail your writing objectives for the next three months. For each objective include exactly *what* you need to achieve, *how* you are going to achieve it, *why* you want to achieve this objective in particular, what resources will you need *with* you to achieve the objective, and finally, *when* you will achieve the objective.

1.

2.

3.

Okay, now it's time to set yourself up for success!

For each of your objectives, list three things that you need to do in order to make the objective happen. Now add when each thing needs to have been completed by. Make sure to note these down in your diary or calendar.

1.

[Blank writing area for objective 1]

[Blank writing area for objective 1]

[Blank writing area for objective 1]

2.

[Blank writing area for objective 2]

[Blank writing area for objective 2]

[Blank writing area for objective 2]

3.

[Empty rounded rectangular box]

[Empty rounded rectangular box]

[Empty rounded rectangular box]

Finally, are there any notes that you want to add about your objectives? Add any final information here.

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NOTES

How do you feel about the performance appraisal process this time around? Is there anything else that you want your future self to know about this appraisal?

