

## Annual management tune-up

How effective were you as a manager last year?

Every person who manages people will benefit from doing a detailed self-evaluation of their progress in the previous year. The table below will help you evaluate what you did well and what you want to do this year.

Read the description of each of the 20 management activities and answer whether you achieved the outcome or met your or others' expectations. After completing the survey, determine what two activities are your biggest strengths.

It's important to be aware and continue developing your strengths. If you fell short of your expectations, pick the top two areas that you believe doing nothing in the near- and mid-term could negatively impact your future growth potential.

Once you have your top two developmental activities, put an action plan in place to reach your goals by the end of this year.

**T/F** I was a positive role model; I led by example.

**T/F** I was prepared, anticipated needs, was on time, ready and organized 90+% of the time.

**T/F** I developed a clear strategic plan that drove my business plan design. I clearly broke out the individual goals and milestones needed to achieve the business plan.

**T/F** I followed up on a regular basis with all goals, assignments, delegations and commitments 90+% of the time.

**T/F** I demonstrated my commitment to this by actively engaging staff and peers in regular interactions that were engaging and stimulating.

**T/F** I trusted my staff by allowing them to make decisions and be responsible for functions where my direct involvement was not mandatory.

**T/F** I helped each person on my team focus on their strengths and did not try to enforce a team model.

**T/F** I facilitated my personal development and my team members' development with interest and excitement.

**T/F** I achieved 90% of my defined business and performance objectives.

**T/F** I demonstrated the ability to align my workforce with all processes in a productive and efficient capacity.

**T/F** I had open and honest two way communication with all my reports and peers.



**T/F** I used daily, weekly and monthly set metrics and measures to ensure we were on track to achieve our goals, to set priorities and make decisions.

**T/F** I was committed to continuous improvement and looked for strategies to increase efficiency and save costs, time and resources.

**T/F** I had a proven effective meeting format to maximize the use of meeting time.

**T/F** I understood how critical performance management is for developing and retaining our workforce.

**T/F** I consciously developed a set of strategies and practices to retain employees.

**T/F** I worked with my team to set priorities in a collaborative environment to ensure everyone was clear on priorities and the rationale for these decisions.

**T/F** I was committed to providing outstanding customer service.

**T/F** I came to work each day excited to work.

**T/F** As I look back at the last year, I am pleased with my contribution to the organization and feel my role is of value.

