**Improving personal performance**

*Date:*

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| Example of where I took action to improve my performance. |
| What needed to be done? |
| What were the issues? |
| What made this a priority or a good area to address? |
| The preparation and planning I undertook. |
| My strategy (plan) for improving my performance. |
| What I did. Any changes or adaptations that I made to the strategy. |
| What worked? |
| What changed? |
| What else could I have done or could I try on a future occasion? |
| What did I learn about my own performance through this experience? |
| The ways this knowledge is more generally applicable to my study, work or life. |