The Leaders Log is a simple and effective tool to note relevant aspects of employee performance throughout the year. There are no rules as to when or how frequently notes are made into the log. You follow the plan that works best for you. Each leader simply notes instances of performance in order to establish a valid record of performance activity during the year. For example, an observation or discussion about a positive contribution a team member made during a shift should get noted in the log; a conversation or coaching session about a team members absenteeism or tardiness should get noted in the log; a formal discipline meeting should get noted in the log. Overtime, the log begins to paint a picture of each team member’s performance.

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| **Date** | **Performance** |
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Leaders will notice that the frequency of positive performance notes made may be higher than would occur if memory was relied on alone. On the other hand, performance issues tend to be remembered more, regardless of being written down. Keeping a more accurate record is a significant improvement in the process. This action enables us to provide team members with much more fair and specific feedback on the work they did during the year.