

# Feedback Action Plan

This worksheet accompanies the podcast episode and will help you identify what feedback to ask for and how you plan to apply what you learn.

## *Step 1: Decide What You Want Feedback On*

Communication

Leadership

Technical skills

Teamwork

Time management

Business Development

Problem solving

Other: \_\_\_\_\_

My focus areas:

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## *Step 2: Identify Who to Ask*

List 2-3 people who are in a good position to provide feedback.

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## *Step 3: Ask For a Meeting*

Here's an example of what to say. Can be in person, Teams chat, email, Slack message, etc

Hi [Name]

I'd love to get your feedback on how I'm going in my role, particularly in [key focus area from above list] and identify where I could improve. Would you be open to a quick 15-20 minute conversation sometime in the next week or so?

Thanks

[Your Name]

When confirmed put the meeting in your calendar and send an invite to the other person.

## *Step 4: Ask Good Questions*

### **Examples to get the conversation started:**

What do you think I do particularly well?

What's one thing I could improve?

If you were in my position, what would you focus on next?

Is there anything that may be holding me back?

What's one thing I should stop, start or continue doing?

## *Step 5: Capture the Feedback*

### **Key themes:**

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### **Specific Suggestions:**

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### **Any recommended resources**

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### **Diary the next meeting to review your progress:**

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*Feedback is valuable when you do something with it. Pick an action, get started, and see where it takes you!*

## Step 6: Reflect and Take Action

The most valuable feedback I received:

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One action I will take in the next week:

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How will I know I've made progress?

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