



WEEKLY SELF-EVALUATION

Identify a long-term goal, for example a promotion. Know that for most goals only some of it is within your control. Sustain yourself by knowing you did the most you, personally, could do to execute the steps toward your goal. Keep in mind that the outcome is impacted by the outside world.

Then write down the concrete steps that will bring you closer to your goal. For example, getting to work early, staying late, completing projects on time, etc. You can pick anything except steps that are dependent on variables in the outside world. The steps must be within your control.

Then you determine how effective you are at completing each of the steps you've laid out. This evaluation can only be done by you and not delegated to anyone else in the form of reassurance, validation, or reinforcement. If you evaluate your performance to be at an 8 or above, you are in the Reinforcement Zone and should reward yourself accordingly.



WEEKLY SELF-EVALUATION

	GOAL	CONCRETE STEP(S):	DAILY EVALUATION (1-10)
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			