

REALITY

## NOW

- How would you rate your current and past performance?
- How does this compare to other colleagues?
- What factors affect your performance positively and negatively?
- What factors affect your colleagues' performance positively and negatively?
- How do I affect your performance?
- How do you keep track of your time and goals?
- How do you find it easy to maintain motivation?
- Do you think you have the tools you need to work effectively?

## CHOICE

- What could you do to work effectively?
- What could your colleagues do to help you work more effectively?
- How can I support you in improving your performance?
- Who else might you need to involve / have a conversation with about your performance?
- What routines could you set up for yourself to work more effectively?
- What tools could the organisation provide you with to work more effectively?
- How else could you keep track of your time and tasks?
- What could help you in keeping your motivation high?

OPTION

## GOAL

- I would like to talk to you today about your performance levels over time.
- I would like to check if there are elements that negatively affect your performance and discuss how we can address them.

## WAY FORWARD

### M.A.P.

- What action(s) do you need to take and by when?
- How will you communicate and share your chosen plan with other colleagues?
- What will your next working days/weeks be like? How will that be different from previously?
- How can we keep track of and evaluate the changes in your performance?
- At what point will you be happy with your performance?
- How can we celebrate once your goal is achieved?