

One-Page Performance Review Form (45 mins)

1. Open & Focus (3 mins)

Quick check-in. Confirm the purpose of this session and the quarterly goal/KPI for the role.

2. Review Performance Goals (12 mins)

Paste or reference screenshots/graphs of key metrics. Capture highlights, gaps, and target updates below:

3. Review Weekly Performance Activities (10 mins)

Summarise the past month's weekly MITs (Most Important Tasks) and their impact on the metrics and any patterns/themes across the month:

4. Strategic Growth (15 mins)

Summarise the Quarterly development goal progress. Agree next month's development goal and practice plan as well as any risks & support needed to succeed:

5. Leader Support & Feedback (5 mins)

Decisions/resources you'll provide + feedback for you (Start/Stop/Keep):