

CareerAdvisor

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Action planning worksheet

Focusing on feedback

Feedback is information that helps to affirm or adjust performance. It can be a formal or informal conversation that could include positive reinforcement or constructive suggestions on improving how you handled a task or engaged in an activity. Feedback is essential to your growth and development, so consider the activities below to help you maximize the value of feedback opportunities.

A

Ask for feedback

- Identify people who can provide me with helpful feedback to grow and develop.
- Proactively request feedback.
- Convey a willingness to receive feedback based on my actions.

W

Watch your emotions

- Remain open to what I am hearing.
- Avoid defensive statements or shutting down.
- Ask to “take a moment” if I feel my emotions are getting in the way of hearing the message.

A

Ask questions to clarify

- Listen to understand, not to respond.
- Ask questions to deepen my understanding of what’s being shared.
- Request specific examples to provide context for observations.

R

Reach out for different perspectives

- Remember that what the speaker is sharing is one perspective on my behavior.
- Ask a trusted friend or colleague to act as a sounding board on what was shared.
- Search for performance themes contained in the message so I can outline next steps.

E

Engage your potential

- Thank the individual for providing feedback.
- Evaluate the feedback I’ve been given and collaborate on next steps I will commit to.
- Set aside time to follow up and assess my progress.