



Monthly Self-Review (Example)

Year:	Month: Jan.		Month+1: Feb.	
2014	Activity - How do I accomplish this goal/ demonstrate competency?		Result - What was the outcome of my efforts?	
	Activity:	Result:	Activity:	Result:
Goal # 1 Sales target of USD820,000	Compare existing client infrastructure with product functionality	Client interested in product-demo. Arranging scaled-down modeling with technical team.	Pre-sales product-demo to address 5 critical scenarios drawn by client.	tbd
Goal # 2 Myanmar site-office staff training	Understand proficiency of ground-staff strengths, weaknesses and knowledge gaps.	Video-conference with all 7 sales members at site office. Identified 3 key strengths and knowledge gaps.	Understand sales targets and concerns of each sales member. Develop coaching plan for each of their goals.	tbd
Competency # 1 Proficiency on product#3121	Computer-based training on product#3121	Passed CBT test. Meeting with technical team to find out deployment challenges and known issues.	Identify compatibility issues of product on client's infrastructures. What alternatives & mitigations?	tbd
Competency # 2 Think broadly to lead effectively and deliver results as new S.E.A region sales manager.	<u>Ask questions</u> to define 'broad thinking' with Asia-regional manager, <u>specifically</u> : 1. Strategic direction 2. Job scope & practices. 3. Analyze stakeholder.	2 conference calls to map out strategic support (from S.E.A to Asia) for next 3 years.	Identify job scope and key stakeholders. #1- Question on 'deliver results': do support staff have right knowledge-skills-abilities for their roles?	tbd
Competency # 3 Cross cultural awareness (in preparation for Myanmar site-training	Basic greeting phrases.	Pronunciation difficulty. May need more time to practice.	Basic greeting phrases.	tbd
Creativity/Innovation # 1 Infuse cultural strengths and local knowledge of the resident employees to: 1. grow market share 2. customize product/services	Identify local cultural nuances (demographics/ preferences/ challenges/ customs)	Arranged townhall meeting with frontline staffers. Divided staffers into 5 teams.	5 teams compete to offer marketable product/service. Duration - 2 months for proposal.	tbd



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Goal # 1				
Goal # 2				
Competency # 1				
Competency # 2				
Competency # 3				
Creativity/Innovation # 1				