Answer the following questions to identify the most important aspects of your position by determining your work activities.

**Work Activities**

A. In this section, list your work activities. If you have trouble thinking of work activities, try to answer the following questions or refer to your position description.

- What is a typical work day like for you?
- How do you spend your time?
- What tasks are you given?
- Or, if you are primarily involved in large projects that span the course of the rating period and may not require daily attention, what are the activities you do to accomplish your project assignments?

1. ____________________________________________________________
2. __________________________________________________________________
3. __________________________________________________________________
4. __________________________________________________________________
5. __________________________________________________________________
6. __________________________________________________________________
7. __________________________________________________________________
8. __________________________________________________________________
9. __________________________________________________________________
10. __________________________________________________________________
11. __________________________________________________________________
12. __________________________________________________________________
13. __________________________________________________________________
14. __________________________________________________________________
15. __________________________________________________________________
B. Look at the work activities you listed in Section A. Which activities do you perform most often? Circle these activities.

C. Next, which work activities are critical for supporting your organization’s mission? Draw a star by these activities, or highlight them in some way.

D. Finally, which activities are central to supporting other jobs? For instance, is there someone depending on you in order to perform his/her job, such as a report you produce or information you gather? Identify these activities with a different color highlighter or shape than you have previously used.

E. Write down the 3-5 work activities you think illustrate the most important aspects of your position.

1. ____________________________________________________________
2. ____________________________________________________________
3. ____________________________________________________________
4. ____________________________________________________________
5. ____________________________________________________________
After you have completed the Work Activities Brainstorm activity and selected 3-5 work activities that illustrate the most important aspect of your job, think about which actions and behaviors apply to each work activity. Then write down the result you hope will come from completing each work activity.

Work Activity #1

Actions: ____________________  Behaviors: ____________________

________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

Result(s):

________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

Work Activity #2

Actions: ____________________  Behaviors: ____________________

________________________________________________________
________________________________________________________
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<table>
<thead>
<tr>
<th>Work Activity #3</th>
<th>Actions:</th>
<th>Behaviors:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Result(s):

<table>
<thead>
<tr>
<th>Work Activity #4</th>
<th>Actions:</th>
<th>Behaviors:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Page 2 of 3
Results + Actions & Behaviors

Result(s):

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Work Activity #5

Actions: ___________________________

Behaviors: ___________________________

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Result(s):

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
**Work Goals**

In this section, write out a work goal that you would like to accomplish before your next performance evaluation.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>S</strong></td>
<td>Make it Specific</td>
</tr>
<tr>
<td></td>
<td>What do you want to accomplish?</td>
</tr>
<tr>
<td><strong>M</strong></td>
<td>Make it Measurable</td>
</tr>
<tr>
<td></td>
<td>How will you know when you have accomplished the goal?</td>
</tr>
<tr>
<td><strong>A</strong></td>
<td>Make it Attainable</td>
</tr>
<tr>
<td></td>
<td>How can the goal be accomplished?</td>
</tr>
<tr>
<td><strong>R</strong></td>
<td>Make it Relevant</td>
</tr>
<tr>
<td></td>
<td>Is the goal worth working hard to accomplish? Why?</td>
</tr>
<tr>
<td><strong>T</strong></td>
<td>Make it Timely</td>
</tr>
<tr>
<td></td>
<td>By when will the goal be accomplished?</td>
</tr>
</tbody>
</table>

**Consolidated Goal:**

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
**Developmental Goals**

In this section, write out a development goal that you would like to accomplish before your next performance evaluation.

<table>
<thead>
<tr>
<th></th>
<th>Make it Specific</th>
<th>What do you want to accomplish?</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Make it Measurable</td>
<td>How will you know when you have accomplished the goal?</td>
</tr>
<tr>
<td>A</td>
<td>Make it Attainable</td>
<td>How can the goal be accomplished?</td>
</tr>
<tr>
<td>R</td>
<td>Make it Relevant</td>
<td>Is the goal worth working hard to accomplish? Why?</td>
</tr>
<tr>
<td>T</td>
<td>Make it Timely</td>
<td>By when will the goal be accomplished?</td>
</tr>
</tbody>
</table>

Consolidated Goal: