

# ANNUAL REVIEW WORKSHEET

## My Job, Revisited

PRIORITIZE BY WHERE YOU SPEND THE MOST TIME	
WHAT MY JOB DESCRIPTION SAYS:	WHAT I'VE ACTUALLY BEEN DOING:
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>

## My Wins & Brags

(LIST YOUR BIGGEST ACCOMPLISHMENT FIRST)			
PROJECT	MY ROLE	RESULT	DATA/METRICS



## Last Year's Goals: Scorecard

GOAL	STATUS	NOTES
	HIT / PARTIAL / MISS	
	HIT / PARTIAL / MISS	
	HIT / PARTIAL / MISS	
	HIT / PARTIAL / MISS	

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## What I Need to Succeed

TO DO MY BEST WORK THIS YEAR, I NEED MORE...

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## This Year's Goals

GOAL	HOW I'LL MEASURE THIS

## The Ask

<b>CURRENT SALARY:</b>	
<b>MARKET RESEARCH:</b>	
<b>SOURCES:</b>	
<b>TARGET ASK AMOUNT:</b>	
<b>WALK AWAY NUMBER:</b>	
<b>THE PITCH:</b> (BASED ON X, Y, AND Z, I'D LIKE TO DISCUSS BRINGING MY SALARY TO...)	