

SELF-EVALUATION & GOAL-SETTING

1. What have you done in the last year that the rest of the firm has benefited from this year?
2. What do you see as your major contribution to strengthening our balance sheet? (OR "What have you done that makes us stronger for the future"?)
3. In what way are you personally more valuable on the marketplace than last year? (i.e. justified raising your personal billing rate?)
4. What are your plans to make yourself more valuable on the marketplace than in the past? (i.e. justify raising your personal billing rate?)
5. What have you done to leverage yourself more than in the past?
6. How do you plan to leverage your skills more in the future?
7. What specific new skills do you plan to acquire in the next three years?
8. Listed below are various forms of contribution to the practice. Arrange them in order of what you see as your need to work on your performance. Thus a "1" indicates the area where you most need to give increased attention, and a "10" indicates where you least need to improve. Rank all items, and no ties, please.

- a) Client Relations and Quality of Service
- b) Contributions to skill building in others
- c) Contributions to Marketing (lead generation)
- d) Contributions to Selling New Clients(pursuit of leads)
- e) Cross-Selling New Services to Existing Clients
- f) Industry Specific Knowledge
- g) Improving profitability on current work
- h) Coaching, Morale Building
- i) Contributions to Management of our Practice
- j) Development of Personal Skills

Use the same list as question 8, but now give different types of scores. Please rank yourself *relative to your colleagues and peers*. A "1" means you judge yourself as significantly below your colleagues in this area, a "2" somewhat below, a "3" about the same, a "4" somewhat better and a "5" significantly better.

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