

Monthly Evaluation: Review & Preview

1. Of the results obtained (or work you did) last month, which are the most important? What moved the needle?

2. Did you deliver on last month's plans and goals? If not, why? What could you improve?
 - a. You may consider both work and personal reasons here. If a family member was sick and that affected your work output, you should make note of that.

3. What are the most important goals or tasks for the upcoming month?
 - a. Break this up by project (e.g., Study A, Study B, proposal, etc.). List the current status of each and which steps are needed to move it forward.

4. What are potential obstacles or distractions that could interfere with achieving your goals? How can you address them?

5. What are your top 2-3 priorities? If you were to accomplish only these things, you would still make progress.

6. Mark deadlines on your calendar and schedule when you will do these tasks.