Use the following questions to help you prepare for your kickoff discussion with your leader.

1. Big Buckets of Work – When you think about your areas of responsibility:
   a. What can continue to function as it currently does?
   b. What do you want to work on to make even better next year?
   c. What is going exceptionally well?

2. How You Work
   a. When you think about how you work, what is going well and what do you want to improve next year? (Consider our organizational values and the success factors resource.)

3. Goals
   a. Describe your accomplishments in regard to your goals from last year.
   b. What new goals will you work on this year? (Consider using the goal-planning worksheet on the HR website)

4. Support
   a. What do you need from your leader to help you achieve these goals?
   b. How can he or she be a better leader for you?