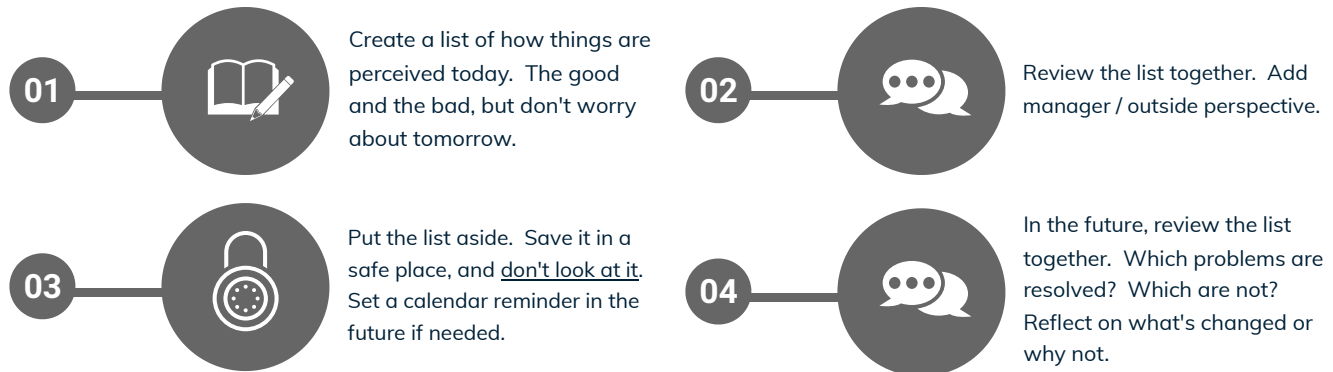


# Point in Time Reviews

Conducting point in time reviews with our staff allows people to pause and reflect on progress over a defined time period. The process is four simple steps, and when done properly, helps to influence perception during periods of high stress or when progress feels stagnant.

Use the steps outlined below and the supplied template to help conduct your own point in time review.



Name(s):

Proactive Review Date / Look Back Period:



### Challenges

What is/was not working?  
What are/were the problems?



### Successes

What is/was going well? What can we celebrate?

Employee Comments:

Employee Comments section with 6 horizontal lines for writing.

Employee Comments:

Employee Comments section with 6 horizontal lines for writing.

Manager Comments:

Manager Comments section with 5 horizontal lines for writing.

Manager Comments:

Manager Comments section with 5 horizontal lines for writing.

# Point in Time Reviews



Conducting point in time reviews with our staff allows people to pause and reflect on progress over a defined time period. The process is four simple steps, and when done properly, helps to influence perception during periods of high stress or when progress feels stagnant.

Name(s):

Today's Date:



## What's Changed?

Looking at the prior list of challenges, where are things now?

*Employee Comments:*

Employee Comments section with 10 horizontal lines for writing, each preceded by a small dot.

*Manager Comments:*

Manager Comments section with 10 horizontal lines for writing, each preceded by a small dot.



## Comments / Why

If things improved, how? If things haven't, why not?

*Employee Comments:*

Employee Comments section with 10 horizontal lines for writing, each preceded by a small dot.

*Manager Comments:*

Manager Comments section with 10 horizontal lines for writing, each preceded by a small dot.