

Processing Feedback

Positive	#	Neutral	#

Opportunities	#	Cat*	Why?

*AD = Adamant Denial D = Dissappointing P = Puzzling A = Agree



Processing Feedback - Instructions

List out all feedback in one of the three categories. Rather than entering in multiple times, simply add up the number

Processing Feedback

Positive	#	Neutral	#
Excellent Knowledge	3	Likes to work with me	1
Wonderful Customer Service	2	Enjoys time spent together	1
Committed to the job	1		
Team Player	3		

Opportunities	#	Cat*	Why?
Unclear Communication	3	D	I have worked on this, disappointed to see no movement
Lack of follow up	2	AD	I spend every Friday following up!
Sense of urgency	1	AD	I get to things as soon as I get them!
Too much information of what is not needed	1	A	

Assign each opportunity one of the four categories at the bottom of the sheet.

Jot down why the opportunity received the category it did.