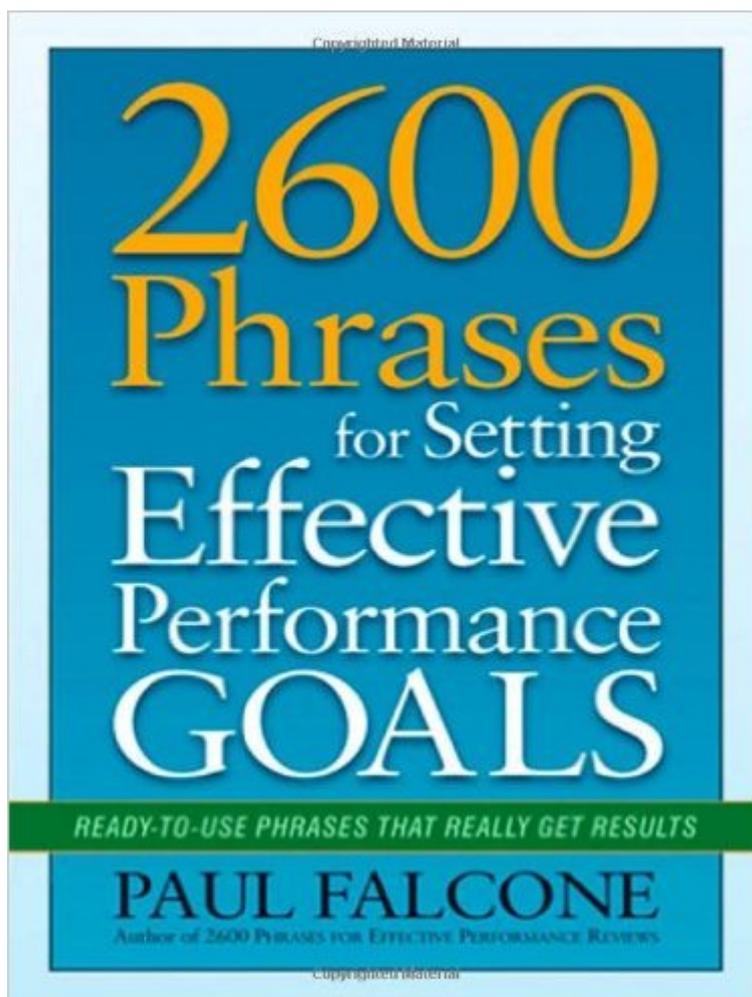# 2600 Phrases For Setting Effective Performance Goals: Ready-to-Use Phrases That Really Get Results

Synopsis

As a manager, you aren't truly successful unless your employees are as well. Helping them establish compelling, actionable performance goals is the first and most important step, and 2600 Phrases for Setting Effective Performance Goals is there to lend a hand. A natural follow-up to the bestselling 2600 Phrases for Effective Performance Reviews, this quick-reference guide provides readers with ready-to-use performance goals organized by the characteristics and core competencies used most often in the appraisal process. From attendance and attitude to teamwork and time management, managers will find the language they need to inspire exceptional results. The book also includes wording tailored to many of the most common positions in sales and marketing, accounting and finance, HR, IT, legal, manufacturing, operations, and more.

Book Information

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Customer Reviews

I find the phrases exceptionally helpful in this new goal-setting book just as they were in the performance appraisal phrase book written by Paul Falcone. He does an excellent job capturing hard to describe style and personality traits, which other books lack. But what I like best is his introduction -- It provides great advice and wisdom in terms of managing your own career and becoming an effective leader. Sound advice that can be practically applied and implemented--very valuable.

As a people manager in todays world, where there never seems to be enough time to do everything

you need to do , I've found this book invaluable. It's saved me hours, while allowing me to still be accurate and focused on managing my team.Sometimes half the battle is figuring out the right way to say what you need to, and that's where this book comes in. Its incredibly helpful at precisely articulating the goals that I want to agree with my people. It's also very helpful for quickly finding and capturing hard-to-define goals relating to employees' personalities and work styles. A perfect tool for todays busy managers. Excellent.

If you are like me and don't come from an environment of performance evaluation, it can come as a real shock, especially since they want more than just excellent, good, fair and poor. This allows you to develop phrases in keeping with the questions asked and provides a variety of responses so the reviews don't all sound the same. The phrases are meant more for sales and marketing types and not medical or technical, but they can be adapted to work.

Wife: I'm stressing out! I know I'm good at my job but I don't know how to word it on my performance review. It's simple question however I'm stuckMe: Ahhhh, i got just what you need!(So I pulled down my box of book in the garage. We moved to a new house 2 years ago and I haven't had a chance to unload all my books yet.)Me: You are in sale, so let me see... page 186, here you go!My wife read through couple of bullet point list, and her face start to brighten up!Wife: Yes! This is what i do... yep yep yep, I can relate to this.Best $10 I ever spent, and my wife is no longer complains about why I have random book around the house.

This book is definitely a "must have" resource guide for managers and supervisors tired of putting in long hours to develop performance goals for their employees. The book provides example goals for many core competencies such as customer service, productivity and volume, and organizational-planning skills. The second section of the book focuses on goals for specific industries.Each goal also provides a wide range of suggestions on what the goal should look like at 4 different levels within the organization, entry level career, administrative/operational support, individual contributor, front-line supervisor and senior leader.The book is a starting point, a framework, for writing goals. It is important to remember, however, the SMART rule for setting goals. Supervisors can use the information within the book then flesh them out with measures and time constraints.

This book is a must-have for any Manager who wants to make performance goal setting an effective

and meaningful process. I've used all of Paul's books throughout my career in Human Resources and and always find them extremely useful and worth the price that was paid. These are not books that you read once and sit them on a shelf. You'll refer to them time and time again. Highly recommended!

I have to write performance evaluations for dozens of employees. It's tough. But, this book and a couple of others I bought at the same time, have really been a good help. I don't necessarily use the exact words, but it gives me lots of inspiration and ideas to make it fit into my particular employee. Love it

Very great price, very good delivery, and outstanding reference book. I have used this book to effectively allow me to set effective short term and long term goal setting. As a practice Administrator or Site Manager this book is an essential tool to improve your goal setting and ability to set reasonable and performance driven goals for yourself and staff.

2600 Phrases for Setting Effective Performance Goals: Ready-to-Use Phrases That Really Get Results 2600 Phrases for Effective Performance Reviews: Ready-to-Use Words and Phrases That Really Get Results Goal Setting: Reach Goals Fast: The Ultimate Guide To Goal Setting - The Most Effective Way To Reach Goals Fast (Goal Setting, Motivation, Action Plan, ... Goals, Success, Self-Discipline, Organized) Perfect Phrases for Office Professionals: Hundreds of ready-to-use phrases for getting respect, recognition, and results in today's workplace (Perfect Phrases Series) Perfect Phrases for Negotiating Salary and Job Offers: Hundreds of Ready-to-Use Phrases to Help You Get the Best Possible Salary, Perks or Promotion (Perfect Phrases Series) Perfect Phrases for the Perfect Interview: Hundreds of Ready-to-Use Phrases That Succinctly Demonstrate Your Skills, Your Experience and Your Value in Any Interview Situation (Perfect Phrases Series) Perfect Phrases for Conflict Resolution: Hundreds of Ready-to-Use Phrases for Encouraging a More Productive and Efficient Work Environment (Perfect Phrases Series) Effective Phrases for Performance Appraisals: A Guide to Successful Evaluations (Neal, Effective Phrases for Peformance Appraisals) 3000 Power Words and Phrases for Effective Performance Reviews: Ready-to-Use Language for Successful Employee Evaluations Perfect Phrases for Dealing with Difficult People: Hundreds of Ready-to-Use Phrases for Handling Conflict, Confrontations and Challenging Personalities Powerful Phrases for Dealing with Difficult People: Over 325 Ready-to-Use Words and Phrases for Working with Challenging Personalities Ready-to-Use

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