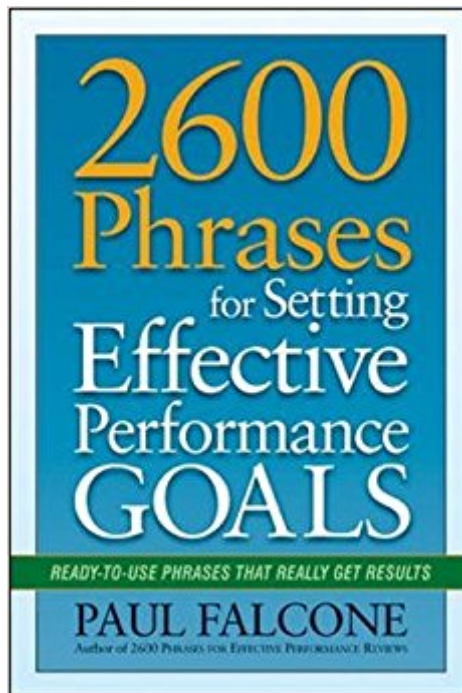




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# 2600 Phrases For Setting Effective Performance Goals: Ready-to-Use Phrases That Really Get Results



## 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

“Paul Falcone’s books are real and applicable to the everyday life of Human Resources. They are for the front-line managers on how to lead effectively.”  
—PeopleG2

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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. Comprehensive and organized for ease of use, this book enables managers to lay the groundwork necessary for phenomenal achievement on the part of their people.

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.

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.

Every leader should own this, makes writing and phrasing what you really want to say that much easier.

Looks great. Looking forward to using this for annual reviews this year.

Great Product, received as promised

useful for review comments

They say not to use 'boiler plate' templates for performance but I found the phrases were great to use as a starting point and could easily modify them to my needs.

Great book. Very well organized and easy to reference. Extremely helpful when working on competencies, goals and reviews. My colleague was equally impressed and ordered one as well after using mine.

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