

# Self-Development Through Appraisal

Now let's look at some of the specific areas where development will pay off in the long run.

## Appraise Oneself

For example, we need to appraise ourselves, to look at our own performance and become aware of where we are failing to do the best job possible. If we are having trouble making the best use of our time or failing to organize our work properly, or failing in any other important part of our job, we should improve on these things first.

Too many people have failed to get promoted because they spent so much time thinking and preparing for the next job that they let the present one fall short of an acceptable level.

It should be pretty obvious to us that we will not be considered for the next job if we aren't doing very well in our present one.

## An Opportunity to Improve Oneself

Since we want to look at our own performance as a means



of finding out where we need to improve ourselves, we should welcome every opportunity to have our work appraised by our boss.

## Welcome Appraisals

We shouldn't dread appraisals or think of them as useless. We should look forward to them as a time not only to find out how well we're doing, but also how much we are improving from the last appraisal period.

If there aren't any formal appraisals, or if we think the interval is too long between them, we should do some self-appraisals ... being honest with ourselves in the process.

This is the time to find out our weaknesses as well as our strengths. It won't do us any good just to tell ourselves we're doing great, if we're avoiding admitting that there are areas in which we could improve.

At the same time, we should not avoid finding out those things that we do well. This may be the thing we want to develop even more. If we find that we are particularly good at directing others or at writing reports or at conducting meetings, we should take advantage of the skill and develop it further.

So whether our boss appraises us, or we appraise ourselves, we need to look at our weaknesses and try to improve our performance and look at our strengths and use them the best we can.