**Direct Observation Checklist Instructions:**

Over the next month, I am going to be working on the following behaviors. Please keep this chart visible and take notes as you observe my efforts. It will be particularly helpful if you provide specific examples of what went well or didn’t go well in the notes section. At the end of the month, I will sit down with you to review my progress.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Behavior** | **1/31** | **3/31** | **5/31** | **7/30** |
| Is open to new ideas |  |  |  |  |
| Actively participates in discussions in a productive and collaborative way by sharing information and giving status updates |  |  |  |  |
| Speaks loudly and clearly |  |  |  |  |
| Uses body language to communicate with confidence and authority including leaning in, holding eye contact, nodding, smiling and taking notes |  |  |  |  |
| Demonstrates a positive response to difficult situation without explain why something is difficult or what the limitations of the organization is |  |  |  |  |
| Every time I raise issue, I ask question about how to solve it, or provide a recommendation or solution to keep us moving forward |  |  |  |  |

**Behavior 1/10 1/17 1/24 1/31 2/7**

**Notes:**

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