

4 STEPS FOR MORE EFFECTIVE SELF-EVALUATION

Checking in with yourself and critiquing your work is never easy to do, but it's necessary as a leader. So why self-evaluate, why is it important, and what can it look like? Read below to find out through four different steps to help make your self-evaluation process more meaningful!

- 1. Be real.** Take time to note where you're thriving, but acknowledge areas of growth that need to be addressed. [Scott H. Young](#) on his blog explains the need for genuine self-evaluation saying, "All progress is filled with wrong paths, mistakes and failures. What creates eventual success, isn't avoiding those failures, it's your ability to recover from them. Clear, honest thinking allows you to spend less time on dead ends and more energy towards the right path."
- 2. Choose your self-evaluation technique.** How do you best reflect and what does that look like? Would daily journaling help you evaluate your strengths and weaknesses or would talking to a friend or coworker to share your goals and struggles be useful? How will you hold yourself accountable to evaluate your work and yourself so you can grow? If you are more of a numbers person, consider creating a rubric for yourself and grade yourself and gauge your project based on what you find is important. In addition, decide when evaluation would be most useful—Is it immediately after a project is finished or after a few weeks of reflection? Consider creating a list of questions for yourself such as these questions created by [Kevin Daum](#) in "The Power of Self Reflection" which will help as you decide what exactly you should include in your self-evaluation.

Some of these questions could be:

- "Am I living up to my core values and personal mission?"
- "Am I meeting the expectations I set for others around me?"
- "Am I using my talents fully?"
- "Am I performing at my peak capacity?"
- "Am I engaging in a worthy activity?"
- "Am I making a positive impact on the world?"
- "Am I on the path to my preferred future?"

3. Constructive criticism helps you grow. [Forbes](#) offers six steps for accepting constructive criticism well: stop your first reaction, remember the benefit of giving feedback, listen for understanding, say thank you, ask questions to deconstruct the feedback, and request time to follow up.

While criticism is not easy to hear (or to give), getting feedback from your peers or coworkers helps you address areas of improvement and helps you work better with others. It's often difficult to look outside our own experience objectively, and having people who can offer a fresh perspective on your work will help you deepen your project and make necessary adjustments. In addition, as you develop your ability to accept and listen to criticism gracefully, this will help you become a better teammate and show adaptability and that you value the opinions and concerns of others. With practice, receiving constructive criticism will feel more like receiving feedback - something that you will find value in and will seek out.

4. Take time to stop and reflect often. Whether you are reflecting on a project, your personal goals, or something else, a great tool Young uses is a weekly review to ensure he's "gaining emotional distance" from his work and takes one day off per week to completely reflect. He finds that removing himself from his activities and goals leads to better and more honest self-evaluations. It's not necessary to follow in his footsteps and take a full day off to reflect, but make creating space in your schedule for reflection a priority. [Chris Guillebeau](#) also encourages reflection asking us to ask ourselves each day, "Did today matter? If so, great. Do more things like it tomorrow. Can't remember anything in particular that made a difference? Well, better change it up." When we evaluate each day as its own separate experience, we're able to make sure we're on track and using our time diligently to accomplish our tasks and goals.

These steps, with practice, will guide you as you navigate the challenging nature of self-evaluation. Wanting to find out more? For different methods of reflection, [visit our webinar](#).

**HAVE MORE QUESTIONS ABOUT SELF-EVALUATION?
CONTACT US AT INFO@NYLC.ORG!**