

The logo features a stylized human figure with arms raised in a 'V' shape, rendered in a light pink color. Below the figure, the words "Feedback Checklist" are written in a large, red, serif font.

Feedback Checklist

Here is a checklist that you can use to remind you of the important steps whenever you seek feedback from others:

- ___ Feedback needs to be sought on a regular basis. Exchanging information and perceptions is a process, not a single event.
- ___ Seek feedback after you have identified your goals. Access others in short, concise sessions.
- ___ Always seek *specific* feedback. Use the Situation-Behavior-Impact model to accomplish this.
- ___ Don't make excuses or try to explain your behavior. When receiving feedback, remain calm and be sure to say, "Thank you."
- ___ When receiving feedback be sure to ask for alternative behaviors to improve your performance.
- ___ Be prepared to paraphrase and summarize any feedback you receive.
- ___ Be sure to respect individuals who don't wish to give feedback. They may change their minds later, but not if you pester them.
- ___ Be sure to take the time *after* the feedback interaction to evaluate the information. Use the self-management model of feedback.
- ___ One of the more important uses of feedback is to teach yourself to recognize situations in which a certain behavior needs to be altered. Feedback can be used to "catch yourself" at times when you are less than optimally effective.
- ___ Use feedback to clarify goals, to track progress toward those goals, and to improve the effectiveness of your behaviors over a period of time.