# Behavior Focus Sheet

*All behaviors must be specific and observable.*

|  |  |
| --- | --- |
| Feedback recipient: | Click here to enter text. |
| Performance review template section (or issue): | Click here to enter text. |

### Purpose

1. **Why am I writing this?**

Click here to enter text.

|  |  |
| --- | --- |
| Description of recipient’s current behavior | Goal behavior |
| **Behavior** | **Impact of this behavior** | **What behavior(s) do I want on this issue?** |
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1. **How will it benefit the organization (or department) and team if the recipient meets the behavioral goal?**

Click here to enter text.

1. **How will it benefit the recipient to meet the behavioral goal?**

Click here to enter text.

1. **How will the recipient respond to this feedback (receptive, resistant, or indifferent)?**

Click here to enter text.

### Bottom Line

1. **If the recipient were to forget everything else about this feedback, what main message do I want him or her to remember?**

Click here to enter text.