



Perfect Phrases for Setting Performance Goals, Second Edition (Perfect Phrases Series)

Douglas Max, Robert Bacal

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THE RIGHT PHRASE FOR EVERY SITUATION . . . EVERY TIME

Real success is about the future, not the past. As a supervisor, you'll be most effective if you concentrate on setting goals for your employees, rather than assessing past events and behaviors.

This completely revised and updated second edition of *Perfect Phrases for Setting Performance Goals* provides hundreds of precisely worded performance goals you can put to use in virtually any situation. This handy, quick-reference guide provides effective language for:

- Focusing your people on the most important parts of their jobs
- Communicating your expectations
- Aligning employee goals with organizational priorities
- Improving productivity and morale in the workplace
- Reducing disagreements during performance reviews

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