

# Self-Review Section Prompt Library

Turn your anonymized notes into four review sections: impact, growth, goals and asks.

## Impact Sort Notes Into Review Sections

Help me build a self-review. Throughout this chat, use only details I provide; distinguish outcomes from intentions and ask about gaps instead of inventing facts or metrics. Sort these notes into Impact, Growth, Goals, and Asks. Put unclear items under Questions, and ask up to three questions that would most improve the review: [ANONYMIZED NOTES]

Start here and keep working in the same chat. Before pasting, replace names with role labels and remove confidential, personal, or identifying details.

*Real output from a run of this prompt (on invented sample material):*

### Impact

- Created a handoff checklist that teammates now use. **Adoption is established; reduced confusion is a perceived benefit, not a verified outcome.**
- Covered weekly scheduling while a colleague was away.
- Helped onboard two new hires.

### Growth

- After missing one internal deadline, learned to flag delays earlier. A specific example of applying this lesson would strengthen this section.

### Goals

- Improve meeting facilitation.
- Take ownership of a small process update next cycle.

### Asks

- Clearer priorities from your manager.
- Time for training.

### Questions

- Whether the checklist reduced confusion remains unverified.
- Which contribution mattered most is not yet clear.
- The specific process update and training needs are not yet defined.

### Three questions to strengthen the review

1. What feedback or concrete examples, if any, show how the checklist, scheduling coverage, or onboarding helped—and suggest which contribution mattered most?
2. Since missing the internal deadline, have you flagged a delay earlier? If so, what happened?
3. What small process update would you like to own, and what training or manager guidance would help you pursue it and improve meeting facilitation?

### Impact Find Your Strongest Contributions

From these notes, select up to three contributions that best show my impact. For each, identify the need, what I personally did, who benefited, and the evidence of a useful result. Rank them by strength of evidence and relevance to my role, and explain the ranking briefly: [IMPACT NOTES AND ROLE CONTEXT]

Use when your notes feel like a task list rather than a case for your contribution.

*Real output from a run of this prompt (on invented sample material):*

#### Ranked contributions

##### 1. Improved follow-through on weekly meeting actions

- **Need:** Meeting actions needed consistent follow-up so commitments were not forgotten.
- **What you personally did:** Took over weekly meeting follow-ups and tracked action owners and due dates.
- **Who benefited:** Your manager and colleagues responsible for completing actions.
- **Evidence of a useful result:** Your manager mentioned fewer forgotten actions. This is qualitative feedback, not a measured reduction.
- **Why ranked first:** It directly supports reliable coordination, is recurring work, and has manager feedback indicating a useful result.

#### Review wording:

"I strengthened weekly meeting follow-through by taking ownership of follow-ups and tracking action owners and due dates. My manager noted fewer forgotten actions, indicating that this helped the team keep commitments visible."

##### 2. Made basic onboarding information easier to find

- **Need:** New starters repeatedly asked where to find basic forms.

- **What you personally did:** Created a simple onboarding checklist to help them find what they needed.
- **Who benefited:** New starters, and potentially colleagues who would otherwise field those questions.
- **Evidence of a useful result:** Two recent hires said the checklist helped them get started without chasing people.
- **Why ranked second:** It closely matches your role's focus on making everyday work easier and has direct feedback from users. The evidence is concrete but limited to two hires.

#### **Review wording:**

"I created a simple onboarding checklist in response to repeated questions about basic forms. Two recent hires said it helped them get started without having to chase colleagues for information."

### **3. Maintained scheduling continuity during a busy period**

- **Need:** A colleague's scheduling work needed coverage during a busy month.
- **What you personally did:** Took on that scheduling work alongside your responsibilities.
- **Who benefited:** Your colleague and the people relying on those appointments.
- **Evidence of a useful result:** You recall no missed appointments during the coverage period, but this has not been verified.

#### **Impact Draft The Impact Section**

Write a first-person Impact section of 150–200 words from these selected contributions. Lead with the most meaningful result, connect my actions to why they mattered, and distinguish my contribution from the team's work. Use plain, professional language: [SELECTED CONTRIBUTIONS]

Use after choosing the work you want your reviewer to remember.

#### **Impact Make Quiet Work Visible**

Rewrite these notes about maintenance, coordination, support, or prevention as three concise self-review bullets. For each, show the problem or need, my action, and its practical value. Make the contribution understandable to someone who did not see the work happen: [QUIET WORK NOTES]

Use for valuable work that rarely produces a launch, award, or headline.

### **Growth Find A Useful Growth Theme**

Review these notes for up to three growth themes. For each, identify the earlier difficulty, what I changed, and what now looks different in my work. Recommend the theme with the clearest learning story, and ask one question that would help me explain it better: [LEARNING AND FEEDBACK NOTES]

Use when you have feedback or lessons but no clear narrative.

### **Growth Write About A Setback**

Turn this setback into a concise self-review paragraph. Explain what happened, the part I owned, what I learned, and what I changed afterward. Keep the tone accountable and proportionate, with context that explains the situation rather than shifting blame: [SETBACK NOTES]

Use for a missed deadline, difficult handoff, flawed decision, or other meaningful setback.

### **Growth Show Feedback In Action**

Turn this feedback and my response into a before-and-after account of growth. Show what I heard, the behavior I changed, and the difference I observed. End with the part I am still practicing: [FEEDBACK, RESPONSE, AND OBSERVATIONS]

Use when you want to show that feedback changed how you work.

### **Growth Draft The Growth Section**

Write a first-person Growth section of 120–180 words using this material. Center it on one or two meaningful changes in how I work. Connect learning to action, then close with a specific area I want to keep developing: [SELECTED GROWTH MATERIAL]

Use to combine lessons, feedback, and changed habits into one section.

### **Goals Choose Next-Cycle Priorities**

Using this review material and role context, propose three candidate priorities for my next review period. Explain why each matters and what I would need to deprioritize to make room. Recommend the strongest two and label them as proposals for discussion: [REVIEW MATERIAL AND ROLE CONTEXT]

Use when you have too many possible goals or only broad ambitions.

#### Goals **Make A Goal Observable**

Turn this broad goal into a practical goal statement. Ask up to three questions to clarify the intended result, a realistic checkpoint, and how progress could be observed. After my answers, draft the goal with a first step and a way to review progress: [BROAD GOAL]

Use for goals such as improving communication, taking ownership, or developing expertise.

#### Goals **Check Goal Scope**

Review these proposed goals against my responsibilities and available capacity. Flag overlap, competing commitments, and dependencies outside my control. Suggest a smaller version of each overloaded goal and recommend what to sequence first: [GOALS, RESPONSIBILITIES, AND CAPACITY NOTES]

Use before committing to goals that may compete with your regular work.

#### Goals **Draft The Goals Section**

Write a first-person Goals section with two or three bullets. For each, state the intended result, why it matters to my role or team, the first action, and how I plan to check progress. Present these as next-cycle priorities to agree with my manager: [REFINED GOALS]

Use after narrowing and clarifying your proposed priorities.

#### Asks **Identify Support That Matters**

Read these goals and obstacles. Identify up to three support requests that would most help me deliver. For each, explain the obstacle it addresses, who could help, and the decision or action I would ask for. Separate requests for manager support from actions I can take myself: [GOALS AND OBSTACLES]

Use when you know what is difficult but have not identified a useful request.

#### Asks **Turn A Frustration Into An Ask**

Rewrite this frustration as a constructive request for my self-review. Describe the work issue neutrally, explain its effect, and ask for a specific change or decision. End with a practical next step I can help carry out: [FRUSTRATION AND CONTEXT]

Use for recurring friction involving priorities, handoffs, workload, or access.

#### Asks **Prioritize Your Requests**

Compare these support requests by likely value to my goals, urgency, and effort required from others. Recommend one primary ask and one secondary ask. Explain the trade-off, then rewrite both so my manager can clearly see what response or decision I need: [SUPPORT REQUESTS AND GOAL CONTEXT]

Use when several reasonable asks would dilute the main conversation.

#### Asks **Draft The Asks Section**

Write a first-person Asks section of 80–120 words from these requests. Connect each request to a goal or work need, state the support or decision I want, and explain what I will do on my side. Use a direct, collaborative tone: [PRIORITIZED REQUESTS]

Use to make your support needs easy to discuss and act on.

#### Finish **Assemble The Four Sections**

Combine these drafts into one self-review with the headings Impact, Growth, Goals, and Asks. Keep it under 600 words. Remove repetition, preserve the strongest examples, and make the voice consistent. Keep past results separate from future commitments: [FOUR SECTION DRAFTS]

Use when all four sections are ready for a single editing pass.

#### **Finish** Run The Final Review Check

Edit this self-review for clarity and proportion. Tighten vague claims, clarify ownership, check that goals and asks connect, and remove jargon or unnecessary apology. Compare it with the source notes and flag any claim they do not support. Return a clean draft, followed by only the unresolved questions: [SELF-REVIEW AND SOURCE NOTES]

Use before transferring the review into your employer's form.