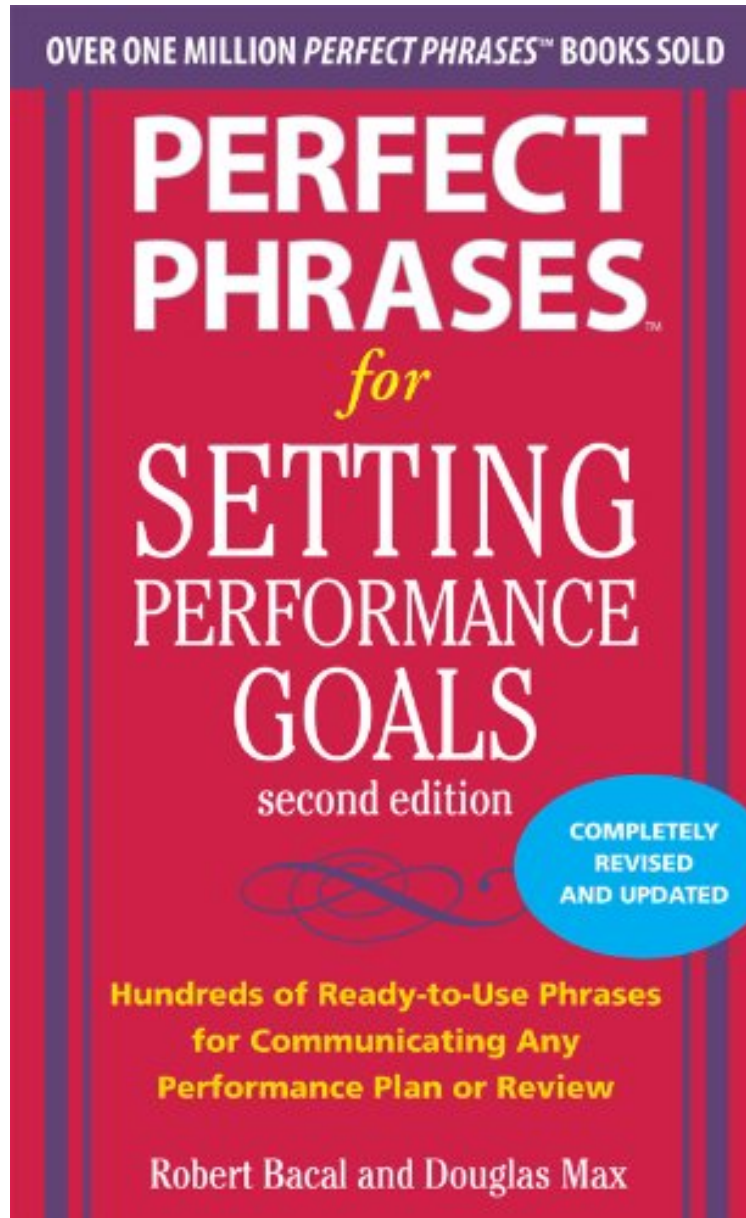


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Douglas Max, Robert Bacal : Perfect Phrases for Setting Performance Goals, Second Edition (Perfect Phrases Series) before purchasing it in order to gauge whether or not it would be worth my time, and all praised Perfect Phrases for Setting Performance Goals, Second Edition (Perfect Phrases Series):

0 of 0 people found the following review helpful. Four StarsBy Amie GI've used it already as a supervisor, I wish I would have heard of this 13 years ago.1 of 1 people found the following review helpful. Got the Job DoneBy IrishFireThis helped me look up and craft performance goals that pleased The Boss, so yay? It's a good reference guide, and there should be one in every office that subscribes to SMART goals and the like, but I wouldn't expect it to rejuvenate an office or actually improve performance, and I wouldn't suggest anyone read it cover-to-cover. It's really just a reference guide. If it's compatible with your office, I suspect it will take some of the stress out of each employee's performance-goal-crafting-process, as well as shave tens of minutes off of the time it takes them to do it. That was my experience, anyway. Enjoy!0 of 0 people found the following review helpful. Five StarsBy Maurice B. StephensExcellent transaction.

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

About the Author Robert Bacal is the author of *Managing Performance*, *The Complete Idiot's Guide to Consulting*, and other human resources books. Douglas Max is Managing Director of LR Communications, a firm that conducts on-site seminars in writing and presentation skills.