

## High Quality Feedback Top Ten

1. Phrase your feedback as a statement.
2. Avoid inappropriate humor.
3. Avoid veiled threats.
4. KISS – Keep It Simple.....
5. You know what happens when you ASSUME.
6. Avoid the extremes such as “always” and “never”.
7. Remember the 80% rule:  
*Praise people and acknowledge positives four out of five times and discuss improvement one out of five times.*
8. Say what you’ve personally observed.
9. It’s just as important to be specific about what the person has done well.
10. Critique the action/behavior, not the person.

“Feedback That Works: How to Build and Deliver Your Message”  
by Sloan R. Weitzel, Center for Creative Leadership

## Get Out of Your Own Way Action Plan

- Create a list of To-Do’s.
- Identify SMART Goals:  
*Specific, Measureable, Achievable, Relevant, Timely*
- Get Started – one simple step.
- Talk to Bellevue University representatives to learn more.

