



Performance Plans That Actually Work

Stop letting forms kill your performance reviews.
Discover what truly matters.



The Form-Filling Trap

Wasted Effort

Organisations spend too much time designing forms instead of training managers.

Wrong Priority

Accurate form completion becomes more important than actual performance discussions.

Bureaucratic Burden

Performance review becomes just another chore for busy managers.



The Conflicting Objectives Problem

What Managers Want

- Record discussions and agreements
- Reference plans during performance period
- Revise when circumstances change

What Organisations Want

- Succession planning data
- Promotion decisions
- Training needs analysis

Trying to meet both needs creates long, complex forms that nobody wants to use.



Keep It Simple

Stick to the Knitting

Best forms provide simple format for recording performance plans and targets only.

Clear and Accurate

Record what two people agreed during discussion with enough detail.

Avoid Arguments

Detailed documentation prevents later disputes about agreements made.

The Magic Number: Five Targets

5

Ideal Target Number

Five targets work best for most job holders.

More than five targets can overload employees, causing stress and reduced performance across their entire role.

01

Prevents Overload

Employees face challenge, not pressure and stress.

02

Maintains Focus

Targets concentrate on key priority areas of responsibility.

03

Ensures Quality

Small number of significant targets beats many minor ones.



Make It a Living Document



Record Changes

Document modifications made during performance period as circumstances evolve.



Stay Flexible

Employees shouldn't be held to targets that are no longer viable.



Working Tool

Performance plan should be referenced and revised throughout the year.



Ready to Transform Your Performance Reviews?

Focus on meaningful conversations, not form-filling. Keep it simple, keep it relevant.

- ❏ Need expert guidance? Contact [HR Unlocked](#) for professional support.

Share this with a manager who needs to see it!