**Kaizen Performance Journal**

Date:\_\_\_\_\_\_\_\_\_\_\_\_ List event/s you are journaling about:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What went well, and why was that a good thing (list 5-10)?

1.

2.

3.

4.

5.

What needs to get better, and why (state top priority 1st, next most important 2nd)?

1.

2.

What’s your plan for getting better in those areas?

1.

2.

Other observations or thoughts: