Preparing for Your Performance Review:

Convert the following defense-causing language to non-defensive language (hint: as well as “you” language, absolutes like “always” and “never” cause defensiveness)

1. This rating is confusing.
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

2. How do you know that? You’re never around to see if I’m late or not.
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

3. These goals are unrealistic. You’re asking the impossible.
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

4. You haven’t been communicative at all. You’ve totally blindsided me with this stuff.
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5. You’ve overlooked all my positive contributions.
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