

# Next Step Planning Timeline Tracker

Coach Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

There are a few conversations that should happen annually as part of the performance evaluation process. Those are called out in green above the timeline. A number of additional conversations can support a strong coaching relationship and the development of your staff. Those suggested conversations – part of a bi-monthly check-in schedule – are called out in blue below the timeline.

Depending on your staff's goals, and your coaching relationship, you can even consider setting up weekly, biweekly, or monthly meetings. Consider asking your staff what meeting schedule would best support their goal achievement.

You can use this Tracker as a reminder to check-in with your staff regularly and as a log of your check-in dates.

