



## Feedback Matrix Worksheet

- For instructions on using the Feedback Matrix, visit [www.mindtools.com/rs/FeedbackMatrix](http://www.mindtools.com/rs/FeedbackMatrix).

	Expected	Unexpected
Positive	<ul style="list-style-type: none"> <li>How can I celebrate this aspect of myself?</li> <li>How can I use this skill to improve my productivity or personal satisfaction?</li> <li>How can I use the skill to help others who are not as strong?</li> </ul>	<ul style="list-style-type: none"> <li>Why was I surprised to hear this?</li> <li>What previous experiences might have caused me to forget or dismiss this strength or ability?</li> <li>How will I celebrate this newly discovered skill?</li> <li>How can I use this skill to improve my life?</li> </ul>
Negative	<ul style="list-style-type: none"> <li>What actions have I already taken to address this concern?</li> <li>How successful were those actions?</li> <li>What else do I need to examine and/or change to achieve the results I want?</li> <li>If I don't make the necessary changes, how will this impact my job or life?</li> </ul>	<ul style="list-style-type: none"> <li>What other information do I need to make sense of the feedback?</li> <li>What support do I need to deal with the implications?</li> <li>What plan can I put in place to make small, achievable changes in the short term?</li> <li>How will improving this impact other areas of my job or life?</li> </ul>