The following are some frequently asked questions that employees might have about the performance planning conversation.

**What role should my performance plan play throughout the year?**
Consider the performance plan as an evolving "map" to guide your direction throughout the year. Update your performance plan and use it during your regular meetings with your manager, adjusting it as progress is made and as circumstances change.

**What if I’m worried that I won’t accomplish the goals on my performance plan?**
First, make sure that the goals on your performance plan are realistic. During regular meetings with your manager, identify goals that are not attainable and the barriers to reaching them.

Re-evaluate your action plan. If appropriate, make modifications to your goals so that your performance plan reflects the goals that are both realistic and relevant to the business needs.

**How will I know when my goals should change?**
Your goals will most likely change according to the shifting business needs, position changes and/or significant developments. Make it a point to schedule regular meetings with your manager to review your goals and performance plan.

Your manager can offer insight into the relevancy and importance of your goals and help you make appropriate adjustments.

**How much should I stretch?**
First, think about your personal goals, life situations and work preferences. Stretch goals will require development. Consider how to focus your development so that you can attain your stretch goals.

Which competencies should you focus on? Identify and seek the support, feedback and resources you need to meet your stretch goals.

Do you have a good balance of both routine and stretch goals? You don’t want to become bored by only having routine goals, but you don’t want to burn yourself out, either.

**How can my manager help me to write my goals?**
Your manager will be able to provide a broader business perspective, and help you write goals that are SMART (see Goal Setting Tip Sheet) so that you can evaluate your achievements throughout the year. He or she can also share insights into potential challenges and pitfalls you may face, as well as alternative opportunities.

**What’s the difference between performance goals and professional goals?**
Think about professional goals as the goals that will help you achieve your performance and career objectives. They fill the "gap" that may exist between your current skills and abilities and the skills and abilities that will allow you to achieve your performance and career objectives.

Performance goals describe something employee have to produce (tangible outputs) to make the organizational goal come true.