# Management Log: [Employee Name]

## Documentation Best Practices

* **Stick to the facts.** Don’t include judgements or opinions here (i.e. “I know he was lying.”)
* **Keep it confidential** by saving or keeping the log in a place with limited access.
* **Include positive information/interactions** and use the log when writing performance reviews.

| **Date** | **What Was Discussed** | **Employee Response** |
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