

THE FINE PRINT:

WHY BOTHER?	WHEN WILL I ACTUALLY USE THIS INFO?	WHY NOW?
<p>There are many times throughout your career when you are going to need to advocate for yourself.</p> <p>The most effective thing you can do in that moment is share real, tangible results you've achieved in the past.</p> <p>If you can't remember your big accomplishments, you're definitely not going to be able to share them!</p>	<ul style="list-style-type: none"> • Before your year-end review (and while writing your self-assessment) • When negotiating a raise or promotion • While you're preparing for an interview • When you're updating your resume or LinkedIn profile (or writing cover letters) 	<ul style="list-style-type: none"> • It's a time when you're already getting feedback from those around you • The projects you've done over the year are still fresh in your mind • It's a perfect time to reflect before diving into a new year with new goals

THE TRACKER:

<p>PROJECTS I WORKED ON</p> <p>Jot down some of the main things you worked on this year. They can be projects or day-to-day tasks.</p>	<p>BIG ACCOMPLISHMENTS AND THEIR IMPACT</p> <p>Consider how your work positively impacted your team, your clients, and the company. Why did it matter?</p>	<p>MEASURE OF SUCCESS</p> <p>Include any metrics or concrete measures of success. (like cost savings, business growth, user growth, etc.)</p>
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