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ABOUT THE TRACKER

There are many times throughout your career when you're going to need to advocate for yourself. In those moments, the most effective thing you can do is to share real, tangible results you've achieved in the past.

With busy jobs and lives, the big and small things we've done to make an impact can get lost in the shuffle — but it's our job not to let them. If you can't remember your big accomplishments, you're definitely not going to be able to share them! So commit to keeping track.

WHEN TO TRACK YOUR ACCOMPLISHMENTS

- If you can, take the time to reflect on your accomplishments at the end of each month (I even recommend putting a monthly calendar reminder!)
- If you miss a few months, no worries - but don't let more than six months go by without thinking about your big wins
- If your company has a formal performance process, plan to fill this out (or review it) before your mid-year and/or year-end review

WHEN YOU'LL BE USING IT

- 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
- When you're writing cover letters and networking emails

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<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>MEASURES 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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