

# Identifying Accomplishments

This exercise will help you identify your accomplishments at work. Read through the following questions. Think about how they relate to your own experience. Check off questions that remind you of something you accomplished.

Each accomplishment is an indicator of one or more of your skills in action. Beside each item you check, write the key word that will remind you of the accomplishment.

In the third column, include a brief note describing the accomplishments.

Employment Accomplishments	Key Word/Skills	Notes
Have you been asked by supervisors to do tasks that you perform better than your co-workers?		
Have you been asked to train co-workers?		
What recognition, awards or merits have you received?		
Have you saved your organization money, time or resources?		
Did you identify a problem and solve it?		
Did you introduce a new system or procedure that made work easier or more accurate?		
Did you increase productivity or reduce downtime?		
Did you ever serve in a leadership or senior position, either temporarily or permanently?		

<b>Employment Accomplishments (Continued)</b>	<b>Key Word/Skills</b>	<b>Notes</b>
Did you write any major reports, programs, publication, and newsletter? What was the intended audience?		
Did you effectively manage systems or people?		
Have you been recognized for perfect attendance?		
What goals have you exceeded and by how much?		
Have you been involved in developing, implementing or maintaining a new system?		
Have you increased customer satisfaction? How?		
Have you ever been involved in hiring decisions?		
Were you a liaison between departments? How were you able to make things run more efficiently?		
Did someone in a higher position ever give you recognition for a particularly strong accomplishment?		
Were you ever involved in a start-up or shutdown of a department/organization?		
Have you ever organized employee or organization activities or functions?		

<b>Personal Accomplishments in the Workplace</b>	<b>Key Word/Skills</b>	<b>Notes</b>
Have you ever volunteered for special assignments or extra duties?		
Have you ever mentored, coached or helped your co-workers?		
Are you good at motivating or persuading others?		
Are you good at meeting tight deadlines or multi-tasking?		
How has your flexibility contributed to an organization's success?		
Have your peers ever chosen you to represent them?		
Have you enhanced the image of the organizations you have worked for?		
<b>Education and Training</b>	<b>Key Word/Skills</b>	<b>Notes</b>
What specific knowledge or skills related to your field make you a valuable employee?		
In what areas of your field have you improved your skills through your own initiative?		
<b>Volunteer/Community</b>	<b>Key Word/Skills</b>	<b>Notes</b>
Do you hold a volunteer or board position with a community group?		

What community projects have you organized or played a key role in?		
Have you received any awards or recognition for contributions to your community?		
Add any other accomplishments in any category:		
Other accomplishment:		
Other accomplishment:		
Other accomplishment:		

Other thoughts/notes:

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