

Accomplishments Journal



Every day you give your best efforts, solve problems, contribute to making work, products, and services better. Often you are constantly moving from one situation to the next, and you hardly have time to reflect on your professional development. Track your contributions.

Introduction

Gone are the days of the assured career ladder for promotions. Enter the day of the free agent. Now you must negotiate, promote, and manage your own career's advancement. You are the CEO of your career.

Whatever your goal:

- Want an internal promotion
- Seek a new job elsewhere
- Need to identify your transferable skills
- Prepare for performance reviews
- Defend performance improvement plans (PIP)
- Update resume for potential opportunity
- Better communication with colleagues
- Clarity for presenting recommendations

It is to your advantage to capture and track your work contributions, project outcomes, accomplishments, lessons learned and acquired skills to be successful. Make it your habit to conduct a self-assessment every month, six months, or before performance appraisals.



Tell a Compelling Career Story

Use the CAR format:

CHALLENGE - what was the situation

ACTION - what actions did you take

RESULT - what was the outcome/benefit

Record why what you did matters and to whom. Be sure to capture the pros and cons of your decisions.

Be objectively honest. You want to present your accomplishments but don't overly embellish.

Include information about the environment and team because you want to paint a complete story if you need to describe your situation later.

This information can be critically important for upcoming performance appraisals, positioning for promotions, or new job interviews.

When participating in team projects the journal could be helpful to recount processes for evaluating outcomes.



Make it a Habit

Keep a deck of index cards to jot down the details or set up a file on your computer or phone. Be sure to transfer your notations to a personal device.

Yes, you should set aside a scheduled time to reflect, for instance, every Thursday or the 15th of the month; otherwise, the details may escape your memory. As you write your notes, be sure to include quantitative descriptions using numbers, percentages, and dollar amounts.

On the next page you will see a sample of the types of questions in the downloadable 33-page yearly journal available on our website for \$7.95.

Each month presents two fillable pages; one to capture weekly inputs with prompts to help you think about your activities, the second page will record specific noteworthy projects. You can keep it in your private files for later use.

Questions? I can be reached at
success@resumecareerservices.com

I wish you great career success,
Brenda Goburn Smith

While this journal format is about your work-life, this approach can also apply to your personal life. Set goals and track your personal achievements.



Sample Questions:

Some months you will experience accomplishments or successes or failure. Capture anything noteworthy.

CHALLENGE
ACTION
RESULT/OUTCOME

You may face decisions for your personal goals, career, or professional development that cause you to consider your options. Keep notes.

TOPIC:

Typical questions that might help you think.

Have you done anything to improve communications or processes at work, either internally or externally?

What are you most proud of in the work you do?

If you weren't at work today, what wouldn't get done?

The 33-page journal is available at this link for \$7.97: <https://bit.ly/342xYyH>



Our Services

CAREER DOCUMENTS

Resumes | Cover Letters
LinkedIn Profile Summary

CAREER COACHING

Career Transition Strategies
Identifying Transferable Skills

PERSONAL BRANDING

Attribute & Values Clarification
Polish Professional Image

INTERVIEW PREPARATION

Interview Mindset Strategies
Technology-Driven Interviews

"Clarify and package your abilities, attributes, and accomplishments"

Email: success@resumecareerservices.com

www.resumecareerservices.com

www.linkedin.com/in/brendagoburnsmith