



# BITE-SIZED CAREER STRATEGIES

## Tracking Your Accomplishments

We have frequently discussed the importance of tracking your accomplishments. Hiring managers are looking for proof that you have been successful. The best way to prove it is to track your accomplishments, either weekly or monthly. If you don't track your achievements, you may forget them!

Having your achievements on hand will help you prepare for an interview, update your resume, and ask for a raise. Here are some questions you can use to prompt your thinking; when possible, quantify your accomplishments: specify numbers, percentages, and dollar amounts.

- What was your most significant professional accomplishment last year?
- Did you achieve or exceed your quotas/goals?
- What have you done recently to improve customer relationships with the organization?
- Have you done anything to improve communications at work, either internally or externally?
- How have you taken initiative in your current role?
- How have you recently contributed to a team or a group project?
- Did you receive any honors, awards, or recognition? What did you receive this recognition for?
- Did you institute any new processes or procedures at your organization?
- What has your boss praised you for recently?
- How did you set yourself apart at work?
- How have you rejuvenated something that has gone stale?
- Which of your contributions has received the most recognition — from customers, your bosses, or both?
- What articles, white papers, or other significant documents have you written — or contributed to — recently?
- Describe how you grew organization revenues or sales.
- What project have you accomplished recently that helped you or your co-workers save time with something?
- Have you orchestrated any significant changes in your current role or your department?
- Which of your ideas has the organization adopted successfully?

This is not an all-inclusive list — just something to get you started!



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