

FIND A JOB: The *Little Book* for BIG SUCCESS

Tracking My Accomplishments

Ask yourself if you have:

- Created a spreadsheet that generated new reports
- Improved a system
- Saved the company money
- Created or revised a procedure
- Met productivity expectations when resources or positions were cut
- Reduced costs
- Developed a training program
- Created a new team structure that was more effective and efficient
- Solved a problem
- Increased sales
- Won an award or honor
- Improved morale

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by **Gaye Lindfors | Gaye@SignificantSolutionsInc.com**



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Review your past positions and ask yourself:

- In each job, what made me stand out?
- What did I do differently that made it easier to work with me, or increased my productivity?
- What recognition did my boss give me?
- Why was I promoted?
- What was I really, really good at?
- What projects did I impact? How? What were the results?
- What did my performance reviews say about the quality and quantity of my work?
- What things (systems, procedures, practices) did I change that made our department better?
- When did I do more than what was required?

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Think of problems you have solved:

Problems I Faced	Action Steps I Took	Results
Customers were receiving the wrong order.	Pulled together a cross-departmental team to look at each step of the order process. Reviewed procedures, workload, and systems.	Our team identified two key problems. We changed the deadline for getting orders out the door, and we implemented a “second set of eyes” step in our proofing process.
Unable to track history of customers’ preferences and sales.	While waiting for the implementation of a new data base software, I created a spreadsheet that tracked key customer information.	Able to produce reports on client sales patterns in less than 10 minutes.

Move beyond your duties and responsibilities:

Duties and Responsibilities / Skills	Accomplishments
Coordinated the company’s employee benefits program	Developed a list of organizational financial priorities and aligned it with employee benefit priorities. Researched and interviewed several benefit brokers; saved \$60,000 annually with the new broker while meeting organizational and employee expectations.
Type 60 words per minute	Quickly prepared a 30 page report with no errors so it could be mailed that afternoon.
Excellent manager	Improved our department’s employee engagement ratings by 25% using the “Building Better Teams” training model.
Maintained productivity	Maintained productivity during a corporate restructuring.

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