

# Reviewing your Achievements

Achievements can best be described as your:

- Track Record, evidence of your competence
- Evidence of your potential for success in the future.

These achievements may be big or small, have been achieved at work, at home or in the community. They may relate to something you do routinely or something new to you. They may be things you now simply consider as 'part of my job'. Either way, they represent you at your best – and identifying them and be able to talk about them will help you:

- Build your confidence
- Develop a clear idea of your next career step
- Communicate your effectiveness in interviews and meetings.

**Step 1: My Key Achievements** - List up to 8 'achievements' that come to mind. At least 4 should come from your work experience (ideally recent experience – within last few years)

1	
2	
3	
4	
5	
6	
7	
8	

**Step 2:** Now for **each** achievement – on the following sheets - describe the:

- **Challenge/Problem:** what was the situation, why did you need to do it, what were the difficulties you overcame?
- **Actions:** What did you do?  
(Be specific – use active verbs e.g. I designed, developed... etc)
- **Results:** What were the results?  
(Use measurable/tangible indicators – e.g. time, cost savings, quantity, quality...)
- **Importance:** What was the importance to you and others?

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Achievement No. 1	
Situation/Challenge (Including Date and time)	
Actions	
Result	
Importance to me and/or others	

# Reviewing your Achievements

Achievement No. 2	
Situation/Challenge (Including Date and time)	
Actions	
Result	
Importance to me and/or others	

# Reviewing your Achievements

Achievement No.3	
Situation/Challenge (Including Date and time)	
Actions	
Result	
Importance to me and/or others	

# Reviewing your Achievements

Achievement No.4	
Situation/Challenge (Including Date and time)	
Actions	
Result	
Importance to me and/or others	

# Reviewing your Achievements

Achievement No.5	
Situation/Challenge (Including Date and time)	
Actions	
Result	
Importance to me and/or others	

# Reviewing your Achievements

Achievement No.6	
Situation/Challenge (Including Date and time)	
Actions	
Result	
Importance to me and/or others	

# Reviewing your Achievements

Achievement No.7	
Situation/Challenge (Including Date and time)	
Actions	
Result	
Importance to me and/or others	



# Reviewing your Achievements

Achievement No.8	
Situation/Challenge (Including Date and time)	
Actions	
Result	
Importance to me and/or others	