

Work Accomplishment Tracking

Leadership & Initiative

- Led projects or committees
- Solved problems
- Improved processes
- Mentored others

Communication

- Presentations given
- Reports written
- Difficult conversations handled
- Public speaking or facilitation

Collaboration

- Cross-department work
- Team contributions
- Partnerships created

Professional Development

- Trainings completed
- Certifications earned
- Conferences attended
- Skills learned

Results & Outcomes

- Data improvements
- Efficiency gains
- Money/time saved
- Student/client/customer/institutional impact

Recognition

- Awards
 - Positive feedback
 - Thank-you emails
 - Supervisor praise
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Quick Weekly Reflection Prompts

You can spend just 5–10 minutes weekly answering:

1. What did I accomplish this week?
2. What problem did I solve?
3. Who did I help or support?
4. What positive feedback did I receive?
5. What skill did I strengthen?
6. What am I proud of?

Monthly Career Check-In

At the end of each month, ask:

- What accomplishments should I document?
- What new skills did I develop that I want to highlight?
- What evidence demonstrates my impact this month?
- What stories would I share in an interview or performance evaluation?