

Accomplishments Memory Jogger

This is a list of different situations or events which may have been an accomplishment for you. Look through this list and try to remember accomplishment you may have forgotten.

Have You:

- Accomplished more with the same/fewer resources? (How? Results?)
- Received recognition/special awards? (What? Why?)
- Increased efficiency (How? Results)
- Solved difficult problems (How? Results?)
- Accomplished something for the first time (What? Results?)
- Developed, created, designed or invented something. (What? Why important?)
- Prepared original papers, reports, articles (What? Why Important?)
- Managed work group department (Who? How Many? Results?)
- Saved the company money (How? How Much?)
- Supervised, managed, trained employees (Where? How Many, Results?)
- Increased sales (How? By How Much?)
- Been promoted or upgraded (When? Why Important?)
- Increased production (How? Results?)
- Identified problem(s) others did not see (What? Results?)
- Developed or implemented new system or procedure (What? Benefit?)
- Reduced downtime (How? How Much? Result?)
- Established safety record (What? Result?)
- Managed budget (How Much? Result?)
- Repaired equipment (Which? Result?)
- Met company standards under unusual/difficult circumstances (What? How?)