**Achievements Review**

**Reviewing your achievements**

A sound understanding of your achievements provides a good foundation for considering your future career.

The achievements which are most useful are those of which you are proud: they may demonstrate you operating at your best, or achieving something difficult, or adding significant value in some way. They may be individual achievements, or something you have done as part of a team.

Having a clear sense of key achievements can help you to:

* Identify, articulate and demonstrate your strengths
* Identify your work-related values and needs
* Build your confidence in claiming, talking about, and deploying your strengths
* Identify areas for further skill development
* Identify roles which will play to your strengths and aspirations

Reviewing what you have done in (say) the last 5 - 10 years, use page 5 to list ten to twelve achievements that come to mind. At least **eight** should be from your work experience. One or two must be examples from outside work. If you are struggling to identify them, it can be interesting to ask friends, colleagues or your partner for their ideas.

Once you have listed your achievements, you can analyse them in a number of ways:

• You can extract transferable skills, and the supporting evidence that will convince others (and yourself) that you are right to claim these as strengths (using the Ability Analysis process)

• We can extract information about important components of your future role, in terms of aspirations, values and needs (using the Values and Needs exercise)

 **My Achievements**

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

Now use the following pages to describe for each Achievement the:

 **Problem or situation**

 The situation you faced, why you needed to do something, and the difficulties you confronted.

 **Actions**

 What did you do about it? Use active verbs (eg. "designed," "saved," "redirected").

 **Results**

 What were the results? Use quantifiable, measurable or tangible terms where possible (e.g., money saved or earned, percent improvement, numbers involved).

 **Importance to me**

 What was the importance of this Achievement to you?

**Achievement No. 1**

**Title:**

**Date and Place:**

**Problem or situation**

**Actions**

**Results**

**Importance to me**

**Achievement No. 2**

**Title:**

**Date and Place:**

**Problem or situation**

**Actions**

**Results**

**Importance to me**

**Achievement No. 3**

**Title:**

**Date and Place:**

**Problem or situation**

**Actions**

**Results**

**Importance to me**

**Achievement No. 4**

**Title:**

**Date and Place:**

**Problem or situation**

**Actions**

**Results**

**Importance to me**

**Achievement No. 5**

**Title:**

**Date and Place:**

**Problem or situation**

**Actions**

**Results**

**Importance to me**

**Achievement No. 6**

**Title:**

**Date and Place:**

**Problem or situation**

**Actions**

**Results**

**Importance to me**

**Achievement No. 7**

**Title:**

**Date and Place:**

**Problem or situation**

**Actions**

**Results**

**Importance to me**

**Achievement No. 8**

**Title:**

**Date and Place:**

**Problem or situation**

**Actions**

**Results**

**Importance to me**

**Achievement No. 9**

**Title:**

**Date and Place:**

**Problem or situation**

**Actions**

**Results**

**Importance to me**

**Achievement No. 10**

**Title:**

**Date and Place:**

**Problem or situation**

**Actions**

**Results**

**Importance to me**

**Achievement No. 11**

**Title:**

**Date and Place:**

**Problem or situation**

**Actions**

**Results**

**Importance to me**

**Achievement No. 12**

**Title:**

**Date and Place:**

**Problem or situation**

**Actions**

**Results**

**Importance to me**