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| 1. **Name 3 things you have been recognized for or rewarded for:**
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| 1. **Name 3 things you are proud of doing or have been a part of:**
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| 1. **Name 3 things you are “known for:”**
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| 1. **Name 3 things people come to you for:**
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| 1. **List the special tasks, teams, or projects you were selected for:**
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| 1. **What volunteer work have you done that you are most proud of?:**
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| 1. **Choose 5 of your accomplishments and “guesstimate” a quantitative improvement**

 **Saved $$, reduced errors/waste, saved time, improved morale, retained customers, improved sales:** |
| **Accomplishment** | **Quantified Improvement** |
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| 1. **Choose 5 ADDITIONAL accomplishments and “guesstimate” a quantitative improvement**

 **Saved $$, reduced errors/waste, saved time, improved morale, retained customers, improved sales:** |
| **Accomplishment** | **Quantified Improvement** |
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**To have a broad selection of S to choose from, continue to add to your PAR list by repeating this form.**

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| **Review your Accomplishments with a colleague, former boss or friend to refine your statements, as needed** |

***Move to the next step once you’ve completed this step thoroughly***