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

|  |  |  |  |
| --- | --- | --- | --- |
| 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** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 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** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**To have a broad selection of S to choose from, continue to add to your PAR list by repeating this form.**

|  |
| --- |
| **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***