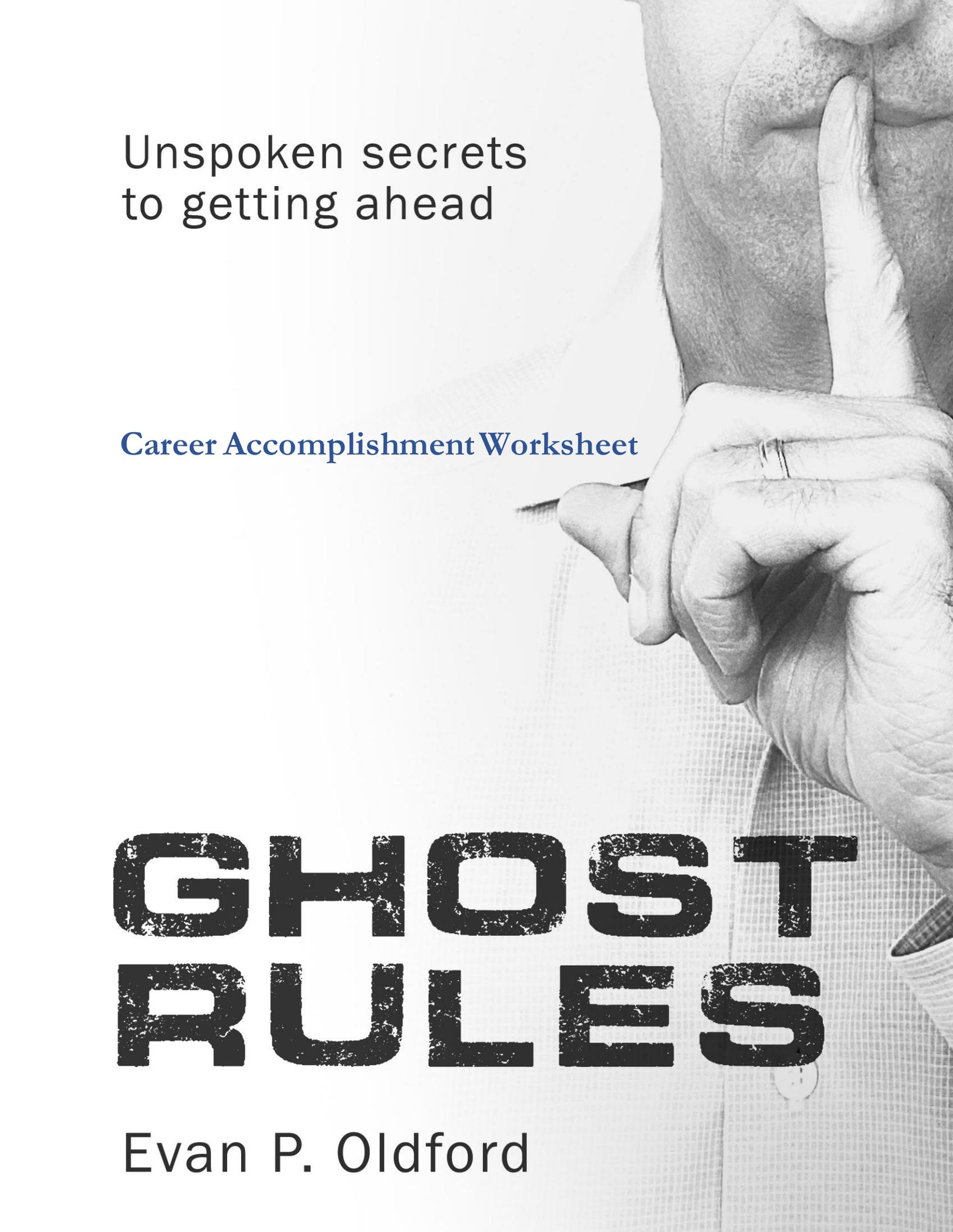


Unspoken secrets
to getting ahead

Career Accomplishment Worksheet

GHHOST RULES

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Career Accomplishment Worksheet

What's your superpower? What can you do that's better than anyone else? List three qualities about yourself that you're proud of:

- 1.
- 2.
- 3.

What's your kryptonite? What zaps your energy and keeps you from being your best?

- 1.
- 2.
- 3.

Note: This question usually trips people up. No one likes to highlight a weakness or acknowledge where they could use some improvement, but success is embracing your strengths and weaknesses— together.

Let's talk stats. In baseball, players track home runs and RBIs. In your line of work, how do you keep your score?

- Is it lines of code? The number of high-severity bugs found?
- Sales engagement calls made?
- Employees hired?
- Ideas pitched?
- Words per day/week?

Here's an example: Let's say you want to work on your network and relationship building. While networking is tough to measure, break it down. Invite individuals for a cup of coffee and, as your stat, count the number of cups of coffee you've offered to pay for at Starbucks. Establishing streaks are a terrific commitment device for tracking stats. Seth Godin has been publishing blog posts every day for 20 years!

Identify five statistics, tasks you regularly perform that you can easily measure:

- 1.
- 2.
- 3.
- 4.
- 5.

What about your personality? What's the best way for others to engage with you? Are you an introvert or an extrovert? Do you like using DISC or Myers-Briggs? Are you a night owl or a morning person? Do you prefer emails...or phone calls? Knowing yourself and being able to articulate this with team members and leadership will aid in engagement. Write a short description of who you are here:

What are your current passions? What have you been interested in lately? What sparks your curiosity? What makes you want to get out of bed in the morning? What gives you energy?

- 1.
- 2.
- 3.

What are your goals? List at least three goals and include what you are doing, the approach you are taking to reach each goal.

Goal 1:

Approach:

Goal 2:

Approach:

Goal 3:

Approach:

Note: There is no right or wrong way to set goals. This is your life, and these are your goals. So choose what you want to do. These can be BHAGs (Big Hairy Audacious Goals), or they may be grounded closer to terra firma instead of a moon shot. Regardless, aim for results and how to measure success because these will feed into your accomplishments.

Who is in your network? Capture at least a 3 x 3 matrix of those people who are in your network. Who are three people above you, three people below you, and two of your peers? List each contact and the last date you had contact with them. As you grow your network, you can expand the matrix.

Hint: Add in the names of the people you *want to have* in your network. Work on cultivating a relationship with them. Add a picture, the name of each person, and when you last had contact with them. You can color-code each cell if you desire. Use the color green if you've had a meaningful connection in the previous three months, orange if it has been six months, and red if it has been more than a year.

	You!	

What are the problems? There are problems all around, but people often don't do much to solve them. The side benefit of calling out problems is that it avoids problem blindness, acclimating to complacency, and acceptance of organizational dysfunction.

List 10 problems that you encounter and brainstorm how you can make an impact in solving these problems:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

What activities are you working on? Write down the activities you're working on now that could lead to accomplishments. You can think of this as your "work in progress" section.

- 1.
- 2.
- 3.
- 4.
- 5.

Let's talk accomplishments. What are you proud of? Include your role, date, what action you did, the result with quantifiable data, and how you accomplished it (the method). Think of this as an ongoing activity to measure the results and impact of your work. Write down every accomplishment—no matter how large or how small it is. Accomplishments add up. Later, you can group and or sort out the accomplishments.

<i>Role:</i>	<i>Date:</i>	<i>Action/How/Method</i>
<i>Results</i>		
<i>Role:</i>	<i>Date:</i>	<i>Action/How/Method</i>
<i>Results</i>		
<i>Role:</i>	<i>Date:</i>	<i>Action/How/Method</i>
<i>Results</i>		