

Career Management Notebook

Here is a way to keep track of your experiences and accomplishments during your career that can be used to create a report of your contributions when requesting a raise or promotion.

- Get a notebook with many pages. The first pages are **Best Experience** pages, and each week for two months list one or more of your Best Experiences or accomplishments of that week.
- Each month, review these and select the Best Experience of that month, writing them in the next section. In two or three months, you may have had an accomplishment. The Best Experiences of the month should be carefully described, along with their events, outcomes and how you contributed. You should also describe any accomplishments.
- Each month review your life and work activities. You should review these experiences with this in mind: Can they be changed a little to assure more use of your significant strengths?
- The tab for the next section should be **Quarterly** pages. Each quarter, enter the date and two or more of the top experiences or accomplishments of the quarter, as well as the events people, and outcomes involved with them.
- **Yearly Review** pages come next. Study of the four "quarterly" pages could show that about three significant accomplishments happened during the year. Get those top ones together and describe them so you can examine and perceive the significant strengths you applied each time and how you contributed. This info should be reviewed and any accomplishments and contributions included in a one page report when requesting a raise or promotion.
- Describe several of your happiest experiences. You will learn from these lists. Then list two of your unsuccessful, disappointing and stressful experiences of the past year, with their descriptions, and include the circumstances and people involved.
- Review all of the year's experiences, preferably with your support group or someone close to you. Separately, write down things you would like to change, and how you could make those changes. Then write down things you feel are going well, and how these could be maintained or improved. Finally, set goals for the future.

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