

ACHIEVEMENTS INVENTORY WORKSHEET

Describe your achievements: problem, action, and results

Achievements represent moments when you took action to address a problem or situation. They demonstrate your abilities, skills, potential for initiative and problem-solving.

Use the template below to identify as many achievements as possible. You can use the back of the page to get started.

1. The initial problem you faced, task that needed doing, or situation that needed improving
2. The action you took to resolve the problem or task, or to improve the situation
3. The results you obtained (quantify if possible- %, \$, #)
<i>ACHIEVEMENT:</i>

Example

Problem: <i>Each time faculty wanted to find out something about their advisees, they would have to ask several people and try to track down various pieces of communication from different locations. This process was time-consuming and inconsistent.</i>
Action: <i>Created electronic folders (e-folder) for each student which were saved in the secured shared drive for the Department. Any item related to students, such as various forms, are saved in their e-folder.</i>
Result: <i>Faculty found student records very easily whenever they were needed, and staff was able to respond to request in a timelier manner.</i>
ACHIEVEMENT: <i>Created a new records system which allowed easy access for faculty and streamlined the advising process.</i>

Questions you can ask yourself to get started:

- Have you received an award, scholarship, or other form of recognition?
- Did you initiate a new process that helped with efficiency?
- Did you make suggestions that were implemented by a supervisor, professor, colleague, or classmate?
- Did you start something yourself that is now adopted at a larger scale?

Start with your top achievements and use the template below to summarize into concrete achievements.

Problem: _____

Action: _____

Result: _____

Achievement: _____

Problem: _____

Action: _____

Result: _____

Achievement: _____

Problem: _____

Action: _____

Result: _____

Achievement: _____

Problem: _____

Action: _____

Result: _____

Achievement: _____

Problem: _____

Action: _____

Result: _____

Achievement: _____
