



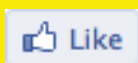
825 Basics Bulletin

Career

Knowledge • Empowerment • Freedom



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September 2011

Great Job!

(Now Collect That Accomplishment)

Yeah! You just got a promotion. Or you just finished a project ahead of time and under budget. Or you were accepted to present at an upcoming conference. Or you were thanked for running a fantastic meeting.

Whatever the accomplishment - big or small - it's important to capture it. It's too easy to forget what you have done. And you may need to have that information for a performance review, job interview, award application or other opportunity.

There are lots of ways to capture your accomplishments data - a resume, CV, file folder, or email folder, for example. Read more in our article [Collecting Accomplishments and Exceeding Expectations](#) or watch our latest [Career Chat video](#) where we share first hand some tips for collecting your accomplishments.

By creating a system for collecting your accomplishments data, you have the information you need at your fingertips. You will be ready when the next opportunity arises.

This week's action: get your accomplishments collection system in order. And for that, we say, "Great Job!"

KNOWLEDGE of your accomplishments...
EMPOWERS you to be ready when opportunities arise...
and gives you the FREEDOM to take control of your career.

Have a meeting or a conference coming up? Looking for someone to



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All workshops and presentations are fun, engaging, interactive and action oriented. [Contact 825 Basics today!](#)



Exceeds Expectations is an easy-to-read journey of step-by-step processes, exercises and personal stories resulting in a Performance Review Action Plan—a personal strategy designed for you to **Exceed Expectations** in both your performance review and your career.

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