

# Accomplishment Journal

## Resources

- [Are You Keeping Track of Your Accomplishments at Work?](#)
- [Tracking Performance Accomplishments and Writing Self-Assessments](#)
- [Tools and Techniques for Brainstorming and Tracking Accomplishments](#)
- [How to Track Your Work Accomplishments Throughout the Year](#)

## Methods

- **CAR:** the Challenge-Action-Result Formula
  - What **challenge** needed to be resolved?
  - What **obstacles** did you overcome to resolve it?
  - What **steps** did you take to resolve the challenge?
  - What was the **outcome of your actions**?
- The **SOAR** Method
  - Describe a **Situation**,
  - and the **Obstacles** you overcame,
  - The **Actions** you took to address the situation,
  - and the **Results** you achieved
- The **STAR** Method
  - Describe a **Situation**
  - and a **Task**
  - the **Action** you took to accomplish it
  - and the **Results** you achieved

**QUANTIFY, QUANTIFY, QUANTIFY** As you write your accomplishments, be sure to include what you improved, saved, or enhanced: \$\$\$, %, time, resources, etc. What was gained as a result of your hard work?

Every time you complete a project or accomplish something you're proud of, detail it here in your accomplishment journal!

## Accomplishments

Be sure to add a date for each accomplishment.

- XX/XX/XXXX -