

Office Of The EA | How to Write Your Own Brag Book

What it is:

A Brag Book is a personal record of your wins, value-add moments, and receipts. Think: performance ammo, promotion prep, and recognition insurance.

What to Include (Your Core Sections):

Section	What It Captures
Wins + Outcomes	The “what happened” , key wins, problem-solved moments, and clear results
Value You Created	Quantify or qualify the impact, saved time, streamlined ops, increased visibility
Skills Used	The strategic and soft skills flexed in each situation
Shoutouts or Evidence	Screenshots of praise, Slack threads, emails, quotes, etc.
Lessons or Takeaways	(Optional) shows growth and self-awareness if you’re using this for review time

Tools to Build It:

- Notion, Google Docs/ sheets, or Excel
- Bonus: link to your [Weekly Win Tracker](#) if you’re already using it
- Pro Tip: Drop screenshots right into the doc. This is not the place to be modest.

How to Use It:

- During performance reviews
- When negotiating a raise or promotion
- When applying for a new job
- To remind yourself what you’re capable of (especially on bad days)

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Brag Book Template: Use this template to track your professional wins and build your case for recognition, promotions, or performance reviews.



Date

When did this happen?

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Win / Outcome

What was the result, project completion, or solved problem?

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Value Created

What impact did this have? (e.g. saved time, increased visibility, avoided a fire drill)

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Skills Used

List the technical, soft, or strategic skills you leveraged.

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Shoutouts / Evidence

Include screenshots, links, quotes, or any praise you received.

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Reflection / Lesson

Optional: What did you learn? How would you approach it differently next time?

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