

MY JOB ACHIEVEMENTS LIST

List all your notable and measurable job achievements since your last pay raise or bonus. **Put a star** next to those with the highest perceived value in the eyes of your manager and employer (refer to the next Day 2 “Align” worksheet), especially if they align with your organization’s Key Performance Indicators (KPIs). Highlight these when discussing your job record.

[illegible]

High-impact bonus step: Turn the starred items into a visually-compelling slide deck to present on a tablet at your pay raise meeting.