

**ALIGN YOUR JOB ACHIEVEMENTS WITH YOUR MANAGER'S PRIORITIES**

**What are my manager's top job priorities, projects and problems?**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**What are the underlying interests of the above? (The *why* behind the *what*.)**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**NOTES**

**In what ways can I position my recent job achievements to align with my manager's interests?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**What results does my manager want to achieve so that *s/he* deserves a raise or bonus?**

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**How did I contribute to those results?**

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**What did I do this past year to help make my manager look good to her/his manager(s)?**

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What about my work does my manager value and appreciate most? (Even if unspoken.) If I planned to leave this job, what are the main reasons my manager would attempt to change my mind? If I left, what would s/he miss the most and find hardest to replace?

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How could I describe my recent work achievements to match what my manager values most?

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**Further Instructions:**

1. Review your My Job Achievements List worksheet.
2. Based on your answers on this worksheet, **put a star** next to the items on the My Job Achievements List that have the highest perceived value in the eyes of your manager.
3. Rank the starred items to align with your manager's priorities.
4. Edit and insert the starred items into the Pre-Meeting Memo.
5. Transfer the starred items to your Pay Raise Meeting Planner.