Accomplishment Tracker

Building a habit to track your work accomplishments will increase your confidence, boost your motivation and prepare you with the right evidence for your next opportunity. The best format to record your successes is using the formula **CAR**: **C**hallenge, **A**ction and **R**esult. This easy to use approach will provide valuable information when updating your CV/resume and preparing for interviews or performance reviews.

Select the table below to copy and paste as required.

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| --- | --- | --- | --- |
|  |  | Date |  |
| **What was the challenge or situation** – who did it involve and why was it important to improve or resolve |
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| **What steps did you take** – who did you have to involve and what was included in the process |
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| **What was the outcome?** What numbers can you use to measure the outcome? Are they are other measures that are useful |
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