

Build Your Brag Sheet

Track your wins at work to raise your income potential. Whether you're eyeing a promotion, asking for a raise or looking to spruce up your resume for that next interview, use this worksheet to track—and share up—your success.

TAKE NOTE

Keep this worksheet handy to your workstation to record your wins as they arise.



BUSINESS IMPACT

From sales and saves to cost-cutting moves, what have you done recently that had a direct impact on your company's bottom-line?

Date: _____

Action: _____

Value: _____

Date: _____

Action: _____

Value: _____

Date: _____

Action: _____

Value: _____

Date: _____

Action: _____

Value: _____



FEEDBACK

What praise or gratitude have you received recently from your colleagues, business partners or customers?

Date: _____

Person: _____

Feedback: _____

Date: _____

Person: _____

Feedback: _____

Date: _____

Person: _____

Feedback: _____

Date: _____

Person: _____

Feedback: _____



COMMUNITY

What have you done recently to help others at work and/or support the greater mission and values of your company?

Date: _____

Action: _____

Significance: _____

Date: _____

Action: _____

Significance: _____

Date: _____

Action: _____

Significance: _____

Date: _____

Action: _____

Significance: _____
