

This simple form can help with these challenges:

**SELECT A MAJOR
SCHOLARSHIP APPLICATIONS
COLLEGE APPLICATIONS**

**BOOST YOUR CONFIDENCE
RÉSUMÉ WRITING
JOB SEARCH**

**NETWORKING
INTERVIEWING
PROMOTION & RAISE**

More free time

High school and college will be easier if you **make the most of your time and replace confusion with clarity** by using this simple documentation format. When you're submitting page after page of information online, you will be glad you documented your accomplishments!

- Documenting accomplishments can help you **develop your thoughts and gain clarity** to discover your skill set and clarify what you enjoyed about the accomplishment which can help you **SELECT A MAJOR**.
- **SAVE TIME!** By keeping brief notes on accomplishments, it is far easier to find the information for **SCHOLARSHIP APPLICATIONS and COLLEGE APPLICATIONS**. The accomplishment form can serve as an **outline** for a **scholarship or college application essay**.
- Thinking positively and "taking ownership" of your accomplishments can **BOOST YOUR CONFIDENCE**.

More Money

Get ahead of the competition and start making more money earlier in your career.

- **Quantifying** the results of your accomplishments creates the basis of **RÉSUMÉ WRITING** and **NETWORKING**, increases opportunities, and shortens the length of your **JOB SEARCH**.
- Knowing how to talk about your accomplishments is the basis of successful **NETWORKING** and **INTERVIEWING**. This is also the best way to **show your value (which proves you're worth more money)** to an employer which can help you get a **PROMOTION** and **RAISE**.
 - Keeping track of accomplishments makes it easier to **maintain files** in your professional life. Keep your **performance reviews (they're your accomplishments as documented by your boss)**. This makes **writing and updating a résumé** easy. Your records can also be the basis for a professional portfolio.

...and it all starts with this simple form.

Accomplishments are for more than awards. The accomplishment form can be used to document:

- Personal growth: An event/decision that changed your outlook/attitude/maturity, etc.
- Academic development: How you improved scores and faced challenges will demonstrate your maturity and determination.
- Extracurricular activities/work accomplishments: Working with other people forces you to develop skills and insights that will be important in your future career.

Get the contact information of future references (and keep in touch) so **it will be easy to verify your accomplishments for future use**.