



Prompts for Identifying Your Wins

In order to get a clear picture of where you've excelled across the whole spectrum of your life, it's best to team self-reflection with some prompts.

Here are some suggestions to guide you:

- What are your personal interests and hobbies? What went well for you?
- Do you have certificates or other physical evidence of your accomplishments?
- What are each of the roles you have held and what did you find the most personally satisfying about each one?
- Ask your colleagues or those you've done community-based activities with to see if they come up with a different set of achievements to you.
- Ask your friends and family what has stood out most to them or that you seemed most pleased by.
- Are there any stories you often tell that you are most proud of?
- Look over your social feeds and Facebook timeline for clues.
- If you've kept journals or diaries in the past - what gold nuggets of achievement do they contain?
- Look back through past photos, and you might be surprised by what you find - evidence of a successful fundraiser you contributed your time to? Gaining a black belt in Tae Kwon Do?

Tip: If you'd like to keep better track of your accomplishments going forward, I suggest just 5-10 minutes of daily journaling or recording them regularly in a dedicated spreadsheet.



Here's an example to get you started. If a personal achievement for you was losing weight, the SAO might look like this:

- **The Situation: S.** Over the years your weight gain had started to impact your health and your doctor said you needed to improve your lifestyle. You never played outside with your kids because you got out of breath so quickly.
- **The Action: A.** You started attending classes at your local gym regularly and improved your diet.
- **The Outcome: O.** It felt good to make positive changes in your life and see the results - both in your health and your appearance. You don't make excuses for not playing outside with your young children anymore - because you feel fit enough to join in.

Now, it's your turn.

ACTION STEPS

I. Where possible for your circumstances, identify two achievements in each category:

- **Work accomplishments**

- **Personal accomplishments**



- **Educational accomplishments**

- **Volunteer/Communal accomplishments**

2. Now, use the SAO template to look more closely at those achievements.

- **The Situation: S.** What was happening, something that needed fixing, the issue or an opportunity.

- **The Action: A.** What did you do to fix the situation.

- **The Outcome: O.** What made you feel good.
