



# Success Database Development

## 1) I am interested in developing my career in these directions:

*Be specific about career steps you'd like to achieve. If you're not clear on which areas are highest priorities for you, please complete CareerWow! Modules 2, 3, 4, and / or 5 for ideas.*

## 2) These are the three key skills most related to my career development goals:

*Think about what strengths and skills it will take for you to succeed with what you've listed in #1 above. Technical expertise? Management experience? Customer service background? The areas you choose should be closely related to your career goals.*

Key Skill #1:	Key Skill #2:	Key Skill #3:
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## 3) Identify specific success examples related to the key skills listed in #2:

*This is where the magic will start to happen! Ask yourself, "When have I demonstrated my expertise in each of these specific skill areas?" Challenge yourself to identify at least three examples for each key skill area listed in #2, for a total of nine examples. For success example ideas, review status reports, calendars, testimonials / recommendations, and ask people who know you well for input.*

Key Skill #1:	Key Skill #2:	Key Skill #3:
Example#1:	Example #1:	Example #1:
Example#2:	Example #2:	Example #2:
Example#3:	Example #3:	Example #3:

## 4) Develop each of your specific success examples into a success story:

*The goal is to turn your success examples into compelling, results-producing stories. Develop each of your examples into a **What you did, How you did it, Proof it was successful** outline. Example:*

*Key Skill: Communication / Example#1: Created and delivered Acme presentation.*

<b>What I did:</b>	Acme Company wanted a report of how successful our company was at supporting their products.
<b>How I did it:</b>	Talked with service manager to gather data. Incorporated information into a effective PowerPoint presentation. Showed it to my boss for approval. Delivered it.
<b>Proof it was successful:</b> How did you save or make the company \$\$, improve quality, and /or improve the company's image?	The customer feedback was excellent. They said they weren't aware that our downtime was so low. A week later, they increased their orders by 25%, resulting in a \$200k annual boost in sales.

***Now repeat this process for all of your success examples. Voila! You've created a powerful Success Database!***