

SMILE ACROSS THE FINISH COACHING

See it. Believe it. Be it.

Executive, Career & Personal Development Coaching



SELF-ASSESSMENT EXERCISE - YOUR ACCOMPLISHMENT STORIES

INTRODUCTION

The more you know about yourself, the more power you have to envision your personal and professional goals. These exercises give you power.

Take a moment to think about something you have accomplished in your life that you are proud of. Now think about how you accomplished it. Did you have a clear goal in mind and work toward it? Did you focus on what you needed to do to succeed? Did you understand what skills and experience you had that would help you? Chances are you answered yes to at least one of these questions. Getting what you want starts with knowing what you want. After that it is a matter of planning, effort and perseverance. This first step in your journey toward personal development begins with doing the work to define what it is you want. We do this through a series of assessments designed to help you better understand yourself, your accomplishments, interests, values.

It's hard to get what you want if you don't know what you want.

A self-assessment as it relates to your personal development is the process by which you use a series of exercises to help you connect with your strengths and values, identify what gives you satisfaction, pinpoint your ideal work environment and most of all create a vision of your future. Doing these assessments takes time, effort and focus but the payoff can be extremely rewarding and illuminating. The work you do to understand who you are, what you value, and what contributions you have and can make helps you tell your story in a compelling and confident way.

PART 1 - LIST YOUR MOST SATISFYING ACCOMPLISHMENTS

This exercise is an opportunity to examine the most satisfying accomplishments of your life and to discover those skills you will want to use as you go forward. Reflect on the accomplishments throughout your life (from elementary school through present; could be personal, life, work related including sports, activities, hobbies). Most important is to think of a time ***you did something well and enjoyed doing it.*** Write down anything that occurs to you, no matter how silly or insignificant it may seem. Those are usually the most revealing to you! Try to think of concrete examples and stories.

Example of a concrete Accomplishment Story (Give details!): *In 5th Grade I had a lemonade stand where I made \$25 in one day. I built the stand from household items, made posters to distribute to my neighbors, got my friends to help draw attention from people passing by...*

LIST 20 OF YOUR MOST SATISFYING ACCOMPLISHMENTS

1)

2)

3)

4)

5)

6)

7)

8)

9)

10)

11)

12)

13)

14)

15)

16)

17)

18)

19)

20)

PART 2 – ANALYZING YOUR STORIES

Choose the **Top 5 stories** that you enjoyed the most.

Rank them in order of most enjoyable and special to you. Write them down, and analyze them further by answering the following questions. Take as much space as you need to answer each question.:

- **What was the main accomplishment for you?**
- **What about it did you enjoy most?**
- **What did you do best?**
- **What was your key motivator?**
- **What led up to your getting involved? (e.g. I was assigned it, I thought it up)**
- **What was your relationship with others? (leader, worked alone, inspired others, team member)**
- **Describe the environment in which you performed**
- **What was the subject matter?**

STORY 1:

STORY 2:

STORY 3:

STORY 4:

STORY 5:

PART 3 – SKILLS FROM YOUR ACCOMPLISHMENT STORIES

For each of your stories, list all the enjoyable skills that appear in your story. For a list of skills, please see the following reference: <http://examples.yourdictionary.com/examples-of-skills.html>

MY ENJOYABLE SKILLS (List all skills for each story):

Story 1:

Story 2:

Story 3:

Story 4:

Story 5:

MY TOP 5 ENJOYABLE SKILLS:

1) _____ 2) _____ 3) _____ 4) _____ 5) _____