

## Memory Jogger List

Check list to jog your memory. Have you.....

- Accomplished more with the same/fewer resources (How?Results?)
- Given a project and you did more than expected i.e. 110% versus 100%
- Found yourself in a situation where you were unexpectedly left "carrying the ball" for whatever reason.....either for others or the situation/project escalated beyond the original expectations. How did you handle this situation? How did you "jump to the plate"?
- Showed that you are socially minded and think of others
- Received awards, special recognition, etc...(What? Why?)
- Increased efficiency (How? Results)
- Solved difficult problems (How? Results?)
- Accomplished something for the first time (What? Results?)
- Developed, created, designed or invented something (What? Why was it important?)
- Prepared original papers, reports, articles (What? Why was this important?)
- Managed a group (Who? How many? Results?)
- Saved the company money (How much?)
- Supervised, managed or trained employees (How many? Results?)
- Increased sales (How? By how much?)
- Been promoted or upgraded (When? Why?)
- Increased production (How? Results?)
- Identified problems others did not see (What? Results?)
- Developed or implemented a new system or procedure (What? Benefit?)
- Met company standards under unusual and difficult circumstance (What? How?)