

List of Accomplishments and Skills Work

Accomplishment	Date	Skills Involved	Next Steps
In this area give a brief summary of the accomplishment or what milestone you have achieved	This could be a date range, showing the time it took to finish, or it could be the date you finished.	List the skills used when working towards the goal	It's fine to leave this blank, but if you have a clear idea of a next step you want to take or a way to improve or build on your accomplishment, this gives you a place to put it.
<i>Example: Created stakeholder questionnaire and compiled responses into a document that was share with participants</i>	<i>Started on 1/15/20, distributed results on 5/28/20</i>	<i>Analysis, Excel, Survey Monkey, Word,</i>	<i>Research ways to routinely get feedback from stakeholders</i>

Future accomplishment	Date	Skills Involved
In this area give a brief summary of what you want to accomplish or what milestone you want to achieve	This could be a date range, showing when you want to work on this, or a date for when you want to have this done	List the skills you will use when working towards the goal
<i>Example: Work with team on quarterly report and present at next staff meeting on 7/24/20</i>	<i>Work to have report ready by 7/12/20 and presentation ready by 7/20/20</i>	<i>Collaboration, communication, analysis</i>

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Personal

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<i>Example: Finished reading "Little Red Riding Hood" in Spanish</i>	<i>8/13/20</i>	<i>Spanish vocabulary and reading comprehension</i>	<i>Find more children's books in Spanish to read to get more comfortable with common words.</i>

Future accomplishment	Date	Skills Involved
In this area give a brief summary of what you want to accomplish or what milestone you want to achieve	This could be a date range, showing when you want to work on this, or a date for when you want to have this done	List the skills you will use when working towards the goal
<i>Example: Get through lesson 13 in Duolingo</i>	<i>Complete lesson by 10/20/20</i>	<i>Spanish vocabulary and grammar</i>

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<p>In this area give a brief summary of the accomplishment or what milestone you have achieved</p>	<p>This could be a date range, showing the time it took to finish, or it could be the date you finished.</p>	<p>List the skills used when working towards the goal</p>	<p>It's fine to leave this blank, but if you have a clear idea of a next step you want to take or a way to improve or build on your accomplishment, this gives you a place to put it.</p>
<p><i>Example: Cooked muffins from scratch for the first time</i></p>	<p><i>11/23/20</i></p>	<p><i>Baking</i></p>	<p><i>Try a new flavor, maybe adding fresh fruit to the batter</i></p>

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