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Exercise 11.3: Analyzing your Accomplishments

List 10 achievements that give you the most personal satisfaction. These could be things that other people wouldn't notice. They can be accomplishments you've achieved recently or things you did years ago.

Answer the following questions for each accomplishment:

1. What skills or knowledge did you use?
2. What personal traits did you exhibit?
3. What about this accomplishment makes it personally satisfying to you?

List of Achievements:

1. In high school I worked over the summer to bump myself from the freshman team to Varsity between basketball seasons. I believe this used the skills of perseverance, passion, and endurance. My personal traits could relate to this as well along with the traits of the sport.
2. During my time as pool manager I had to handle many 911 situations that involved CPR along with other emergency protocols. Thankfully all were handled correctly which resulted in the best outcomes possible. These accomplishments I can thank to my ability to think under pressure and communicate efficiently to my team. I used the knowledge I learned from my training for my certifications as well.
3. As part of my job now, I was able to research and conclude reliable data on Gen Z and some of the new cultural pieces of this generation. In that it was used to inform those who aren't as familiar with our generation in the workplace. My ability to learn and research was a key part in the gathering of information to which I used my critical thinking to formulate it in a conclusion for others to understand.
4. Another accomplishment was when I dealt with conflict between someone of higher status or role than me. Being able to learn how to respect them and go about the process as honoring and professional as possible yet also communicating my views clearly. This was a large growth step for me to exhibit strength and courage.

5. Making it to class and work on time this semester has been a big accomplishment for me. With such a busy schedule I have been disciplining myself enough to stay strong in all my commitments. I also believe this has used the personal traits of endurance and responsibility to achieve this. The skills of time management could correlate greatly with this as well.

6. I learned a new sport this year and joined AU's lacrosse team. A love for new experiences and desire to push my limits is something that this accomplishment stems from.

7. Another accomplishment would be becoming Student Body President at AU. This was a large achievement that I can thank to my leadership skills and desire to be connected to my community. I think the other knowledges I learned comes now to what leadership techniques I learned from my mentors and other superiors.

8. There are some outdoors accomplishments I have had as well. Such as climbing the Incline in Manitou Springs along with climbing a 14er were some large hobby centered accomplishments I have had. Just the ability to keep pushing is what I am thankful for in these achievements. The knowledge on hiking would also be used for this as well.

9. Being an honor roll student has been one of my biggest accomplishments since education and academics has been a large struggle for me in my life. Being a natural B student, I have had to build the skills involved in academics to achieve higher grades.

10. A smaller accomplishment I have enjoyed recently is doing well in my Counselor's Assistant role in admissions. Being hired recently in this position and now doing well through calls and responses from students has been enjoyable. The knowledge it took for me to achieve this was just the training I took for a couple of days before I began the position.

Exercise 11.4 Remembering What You've Done

Use the following list to jog your memory about what you've done. For each item, give three or four details as well as a general statement.

Describe a time you:

1. Used facts and figures to gain agreement on an important point.

During a planning meeting for student engagement I encouraged to change our focus from our advertising via emails and posters to face to face interactions just based off of our numbers in attendance recently. Our emails and posters weren't boosting our attendance rates as they were supposed to, so I argued to change our style of advertising using statistics to support my encouragement.

2. Identified a problem that a group or organization faced and developed a plan for solving the problem.

Some shifts as pool manager we would have life guards call out of work leaving us short staffed. Yet the issue with lifeguarding is that you need to have a fully working rotation of chairs and downs. So I had to identify the issues of man power and rotation structure and puzzle together a solution.

3. Made a presentation or a speech to a group.

I proposed an idea for a undergrad retreat that could be used to build the community here at Alliance University. I had previously gathered ideas and information on how this could be used to grow a lot of different aspects of our school. After the first bit of me explaining what this could be and how it could help us grow, I was able to answer a few of the detailed questions Student Development asked me.

4. Won the goodwill of people whose continued support was necessary for the success of some long-term project or activity.

When we were deeply understaffed at our pool, my sister and I being the managers had to have many encouraging conversations with our lifeguards about the ultimate goal of having an enjoyable and successful summer.

5. Interested other people in something that was important to you and persuaded them to take the actions you wanted.

I persuaded a lot of people to join our youth group and partake in the fun of the retreats, camps, events, and other activities we did.

6. Helped a group deal constructively with conflict.

I have helped groups deal with constructive conflict being here in college. There are times when I am the trusted friend to help the issues be understood by everyone in the group. I help them communicate to each different perspective and personality to resolve the issues.

7. Demonstrated creativity.

I was apart of an athlete leadership club in my high school where we were able to creatively think about ways to improve the school through the athletic program, culture of the school, and game attendance.

8. Took a project from start to finish.

I have done many different projects in my academic career. One of them was while I was apart of DECA in high school. We had to contact a local business and create a fifty page business plan for them to improve their business. My coworker and I chose the Sky Sox AAA Baseball team in Colorado Springs.

9. Created an opportunity for yourself in a job or volunteer position.

I really badly wanted to attend the C&MA Council in Nashville Tennessee last year. So I reached out to one of the heads who was planning the council and created a position for myself that could benefit everyone. A large email is sent to all attendees in a head count for who wants to volunteer yet there isn't usually a large enough man power in managing all the volunteers. So I offered to manage the teams and categorize them in locations if it meant I could attend.

10. Used good judgment and logic in solving a problem.

I had to make many decisions to either keep our pools open, shut them down for an hour, or shut them down for the rest of the day based off of the chemical levels in the pool. Due to environment temperatures and humidity levels, it can be very difficult to keep pool chemicals at a balanced rate in a large body of water which means you need to be thinking often of whether it is safe or not to swim in.

Exercise 12.11: Performing a Needs Analysis

Identify a specific job posting you are interested in and list its requirements. Analyze the needs of the job and identify your personal strengths and qualifications to obtain it.

My hope someday is to become accomplished and experienced enough to become the Corporate Secretary of the Christian Missionary Alliance. A position that is focused on being the glue to a corporation and keeping everything along with everyone in check. To organize and run board meetings along with corporate shareholder meetings. Retain and organize important documents as a record keeper. Lastly advising and counseling the Board of Directors on important issues, discussions, and decisions. This position requires skills such as incredible organizational skills, problem solving, detail oriented skills, good communicator, quality mediator, and able to work under pressure. The qualifications required for this specific position consist of being a licensed attorney, have a business administration degree or certification, and lastly a high school diploma. Prior office experience will bode well in terms of being seen as a higher value for the position.