

PROFESSIONAL VALUE RECORD

Date: _____

This tool is to easily capture where you are professionally, how it compares to what you've targeted and how you are progressing to your desired target(s). Let this be an organic framework that brings clarity and is used as a 'travel map' of your work journey as needed.

Additional tools that may support you:

- ☐ Job Description (current, related industry JD, prior work JD)
- ☐ Skills Training Information
- ☐ Research work profiles on LinkedIn of potential jobs

Responsibility → Action → Result → Evidence → Skill Developed

I'm responsible for:

Action I took exceeding expectations

Improved result observed

Evidence supporting improvement (what difference was made?)

New skill developed

Additional training/education I'd like to pursue

What difference is my work making?

Where else can my new skill make an important impact?

What work area(s) do my strong attributes best serve others?

- ☐ Communications
 - Speaking
 - Writing
 - ☐ Financial Systems
 - Accounting
 - Forecasting
 - Payroll
 - Project Development
 - Purchasing/Inventory
 - Other _____
 - ☐ Leadership
 - ☐ Marketing
 - Branding
 - Public Relations
 - Research
 - Social Media
 - ☐ People Skills
 - Client Relations
 - Human Resources
 - ☐ Problem-Solving
 - ☐ Project Development
 - Management
 - Planning
 - ☐ Technical Expertise
 - ☐ Unique talents I have that I know improve work life quality for others
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Keep these exercises easy & quick. Collect them to look over when you're in a "What's Next" mode.

We, at [LifeSkills Academy](https://lifeskillsacademy.com), are here to support & cheer you on in all you will do on your work journey.