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STEP 1: Take stock of your past accomplishments

A technique that works like magic is the Accomplishment Grid. You create a grid of your top ten accomplishments in the past five years. Be specific in your description of goals and accomplishments. It helps to have measurable quantifiable results. They can include work, school, or other extracurricular activities like volunteer work or sports. It never ceases to amaze me how everyone feels good after this exercise.

ACCOMPLISHMENT GRID®

#	Brief Description	2 Goals Achieved	Who Did It Benefit?	How Did You Benefit?	What Made You Accomplish? [Driving Force]	2 Strengths Needed To Accomplish Goals	Thinking Back, What Would You Do Differently?
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

[Source: Book, Beyond Wins, Accomplishment Grid®]

Author--Mala Subramaniam is an Executive Coach, Speaker and Instructor of business courses. She is an adjunct faculty member at UCSD Extension with twenty years in influential marketing roles at companies such as IBM, GE Healthcare, and Dun & Bradstreet. She is also a best-selling author whose book, [Beyond Wins](#), gives the principles for success in business negotiations.