[](http://learn.FearlessSalaryNegotiation.com/courses/how-to-get-your-next-raise-or-promotion/?utm_medium=course+materials&utm_source=fearless+salary+negotiation&utm_campaign=course+materials&utm_content=how+to+get+your+next+raise+or+promotion+raise+template)**Promotion worksheet**

**This is a companion worksheet for the Fearless Salary Negotiation course on “How to get your next raise or promotion”**

**Learn more about the “How to get your next raise or promotion” course:** [**learn.FearlessSalaryNegotiation.com/courses/how-to-get-your-next-raise-or-promotion**](http://learn.FearlessSalaryNegotiation.com/courses/how-to-get-your-next-raise-or-promotion/?utm_medium=course+materials&utm_source=fearless+salary+negotiation&utm_campaign=course+materials&utm_content=how+to+get+your+next+raise+or+promotion+raise+template)

**Learn more and get the book at** [**FearlessSalaryNegotiation.com**](http://FearlessSalaryNegotiation.com/?utm_medium=course+materials&utm_source=fearless+salary+negotiation&utm_campaign=course+materials&utm_content=how+to+get+your+next+raise+or+promotion+promotion+worksheet)

**You can use this worksheet as you work through the chapter so you have one place with all of your research, goals, action items and results.**

**Define your goal**

My target job: \_\_\_\_\_\_\_\_\_\_\_

Differences between my current job and my target job:

1. \_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_

**Define your roadmap**

Plan of action for accomplishing each difference between my current job and my target job:

1. \_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_

Is this still a job I want to do? \_\_\_\_\_\_\_\_\_\_\_

**Document your accomplishments and accolades**

Examples of accomplishments that focus on a qualitative result:

* “Took online seasonal forecasting course to help with 2016 forecasting effort.”
* “Mentored Jeff as he built a client’s blogging application in Ruby so that he can work on other Ruby projects in the future.”

Accomplishments

* Activity 🡪 result
* Activity 🡪 result
* Activity 🡪 result
* Activity 🡪 result
* Activity 🡪 result

Accolades [replace the examples with your own]

* ACME Corp—”Shannon really nailed this project. She kept us on track and informed the whole time, and did a great job of identifying risks well ahead of time. She made this project easy for us.” —Tom Thompson, VP of HR
* Spotlight Award—For working three straight weekends on pre-sales for the ACME Corp deal to close it before end of year 2014.

**Prepare your written case**

This is the sample email you should send to your manager *after* your verbal discussion. This email summarizes your request and gives your manager a document to forward to help make your case if needed.

**To: [Your manager’s email address]  
  
Subject: [Your name]** promotion discussion—follow-up  
  
Hi **[Your manager’s name]**Thanks for your time the other day. As I mentioned in our conversation, I would like to be considered for a promotion to **[target job title]**.  
  
I’ve been working very hard to prepare for this opportunity, and I think I am ready. Here are some of my accomplishments over the past several months:

* **Activity 🡪 result**
* **Activity 🡪 result**
* **Activity 🡪 result**
* **Activity 🡪 result**

And here is some feedback I’ve received from clients and co-workers over the past several months—their feedback speaks louder than anything I could say:

* **Client or co-worker name—“Quote” or general feedback documented in email or survey**
* **Client or co-worker name—“Quote” or general feedback documented in email or survey**
* **Client or co-worker name—“Quote” or general feedback documented in email or survey**

I believe the accomplishments and feedback above show that I am ready for this move to **[target job title]**. and for greater responsibility and compensation. I look forward to hearing what else you need from me to help make this happen.  
  
Thanks again for your time and consideration!  
  
All the best  
  
**[Your name]**

**Looking ahead**

Ideas for my next promotion:

1. \_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_

My plan to accomplish this promotion (if it isn’t time yet):