[](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)**Raise 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+raise+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 market value estimation: \_\_\_\_\_\_\_\_\_\_\_

My market value estimation adjusted for my specific company: \_\_\_\_\_\_\_\_\_\_\_

**Document your accomplishments and accolades**

Examples of accomplishments that focus on a quantitative result:

* “Actively managed four concurrent projects (up from three), bringing an additional $20,000 in revenue this year.”
* “Took control of the new project assignment process from Tiffany, saving her about two hours a week.”

Accomplishments

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

Accolades [replace the examples with your own]

* “Alison introduced a new time tracking tool that saves every Project Manager about three hours a week in administrative time. This has saved our team over a hundred hours so far this year.”—Christina Smith, PMO Director
* Spotlight Award—For working three straight weekends on pre-sales for the ACME Corp deal to close it before end of year, bringing in an additional $15,000 in revenue for 2014.

**Prepare your written case**

**This is the sample email you should send to your manager *after* your verbal discussion.**

**To: [Your manager’s email address]**  
  
**Subject: [Your name]** salary adjustment discussion—follow-up  
  
Hi **[Your manager’s name]**  
  
Thanks for your time the other day. As we discussed, it has been **[amount of time]** since **[“my last significant salary adjustment” OR “since I was hired”]**, and I would like to revisit my salary now that I’m contributing much more to the company. I’ve been researching salaries for **[job title]** in **[industry]** industry, and it looks like the mid-point is around **[mid-point from your research]**. So I would like to request a raise to **[target salary].**I’ve been working very hard to find ways to contribute value to our company. 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 these accomplishments and feedback show that my work merits a higher salary, and **[target salary]** seems well aligned to the current market and with the additional value I am adding to our company since my current salary was set. I look forward to hearing what I can do to help make this happen.  
  
Thanks again for your time and consideration!  
  
All the best  
  
**[Your name]**

**Looking ahead**

If you didn’t get the raise you asked for, ask your manager to help you formulate a plan to achieve your goal.

My plan to achieve this goal (if it isn’t time yet):