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**Companion materials for “Chapter 6. How to get your next promotion”**

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**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.**

**1. Define your goal**

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

Differences between my current job and my target job:

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

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

**2. Produce results to show you’re ready**

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

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

**3. Document your accomplishments and accolades**

Accomplishments

* Verb noun to result
* Verb noun to result
* Verb noun to result
* Verb noun to result
* Verb noun to 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.

**4. Prepare your 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:

* **Verb noun to result**
* **Verb noun to result**
* **Verb noun to result**
* **Verb noun to 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, 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):