[](http://FearlessSalaryNegotiation.com/?utm_medium=ebook&utm_source=fearless+salary+negotiation&utm_campaign=extras&utm_content=how+to+get+your+next+raise+chapter)***Fearless Salary Negotiation:***

***A step-by-step guide to getting paid what you’re worth***

**Companion materials for “Chapter 7. How to get your next raise”**

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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 market value estimation: \_\_\_\_\_\_\_\_\_\_\_

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

**2. 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.

**3. Prepare your 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:

* **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 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):