***How to get promoted in 7 days* worksheet**

**How to get promoted in 7 days is a free email course by Josh Doody**

**Learn more at** [**FearlessSalaryNegotiation.com/promotion-course**](http://FearlessSalaryNegotiation.com/promotion-course/?utm_medium=course&utm_source=how+to+get+promoted+in+7+days&utm_campaign=worksheet)

Some days of the course have specific action items to write things down. Use this worksheet to help.

**Day 2—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? \_\_\_\_\_\_\_\_\_\_\_

**Day 3—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. \_\_\_\_\_\_\_\_\_\_\_

**Day 4—Document your accomplishments and accolades**

Accomplishments

* Activity to result
* Activity to result
* Activity to result
* Activity to result
* Activity 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.

**Day 5—Prepare your case**

Sample email

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 **[new job title].** I’ve been working very hard to prepare for this opportunity, and I think I am ready.

I've been working hard to do the work to prepare for this new challenge. Here are some of my accomplishments over the past several months:

* **Activity to result**
* **Activity to result**
* **Activity to result**
* **Activity 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**
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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]**

**Day 7—Wrapping up and looking ahead**

Ideas for my next promotion:

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

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