

## Step 5

### Achievements & Strengths

### Aim of Step 5: Is to explore your Achievements and Strengths

#### Introduction to Achievements and Strengths

Now it's time to take a close look at those things you have achieved over your lifetime, and those strengths you have that you have reason to be proud of.

We frequently draw on our strengths in order that we can successfully get something that we believe is worthwhile for us.

In that sense, there is often a connection between our achievements and our strengths. Reviewing your achievements can uncover aspects of your strengths, and help make you aware of that connection.

Awareness of your achievements and your strengths can be excellent motivators and will often have relevance in the context of your CV.

For a fuller understanding of your strengths, it is good to review what you have learned in your earlier explorations of your skills, values, and personality.

There may be a tendency to look at achievements in terms of what society might consider them to be. However, achievements can mean different things to different people. From your point of view it is best to consider an achievement as any event or experience that gave you a feeling of pride.

When considering your achievements, they should relate to specific events and experiences rather than general ones. While some people may consider getting out of bed in the morning to be an achievement, it is far too general.

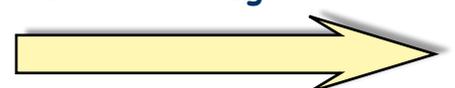
Here is a typical list of personal achievements for particular individuals:

- Captained the under twelve school basketball team
- Got a good Leaving Certificate
- Climbed *Carrantuohill* with friends
- Backpacked across Europe
- Medal with my local soccer club for winning divisional final
- Learned to play piano
- Becoming a parent
- Speaking in public for my first time
- Passed driving test

Achievements in more recent years are generally identifiable, but achievements from the teen years and childhood can be difficult, often because we no longer consider them achievements, though they certainly were at the time. You might not consider learning to tie your shoelaces or ride a bicycle an achievement, but how did you feel back then when you mastered the art?

If it made you feel proud at the time, then it was an achievement.

**Step and Tools Aims and Objectives on Next Page**



## Step 5 Continued..

### Aim of Step 5:

**Objectives: To explore your Achievements and Strengths**

**This Step has 2 Tools**

**The 1<sup>st</sup> Tool explores your Achievements, while the 2<sup>nd</sup> Tool looks at your Strengths**

At the end of this step you should:

Have identified and listed your major lifetime achievements

Know which strengths were drawn upon to realise your major achievements

Identified your main strengths

Be able to make connections between your achievements and your strengths

Be able to use the knowledge you have gained to help build your personal profile (we will be addressing this in Stage 2 – Personal Packaging)

**Achievements Tool**



**Strengths Tool**



Then there was the time  
that I .....??

**While you may be quite conscious of some of your Achievements and Strengths, there are very likely others that perhaps you had forgotten or had not previously thought of.**

**Take a little time (perhaps a few days) to consider all your possible Achievements and Strengths.**

### Remember

Achievements can mean different things to different people.  
From your point of view it is best to consider an achievement as any event or experience that gave you a feeling of pride.

**Achievements Tool  
Instructions**



**Achievements Tool**



**Strengths Tool**





## Exploring Achievements Tool



### Instructions

*Note: In this exercise you should list all of your achievements, whether or not they are career related.*

1. On tool template you will find a timeline. Write in your achievements over your life time.
2. Attempt to connect strengths with each achievement you have noted.
3. Indicate whether or not you feel the achievement may have direct relevance to your career profile. Ideally such achievements would have been attained in a previous occupation.
4. Prioritise 4 of your most significant achievements on the template.
5. List separately on the template in the place provided - those achievements that have particular relevance in terms of career.
6. Review your motivated skills, core values, primary interests, and personality. Note any connections or links between each of these aspects and your 4 most important achievements.
- 7. Transfer your 4 most important achievements to your career and development plan.**
- 8. Transfer your 4 most important career related achievements to your career development plan. Some achievements referred to in previous step 7 may be the same as those in this step. If you cannot find 4 career related achievements then 3, 2, or 1 will suffice.**
9. List any strength's you have connected with your achievements in the space provided, and prioritise this list starting with your greatest strength on top.
10. Keep this template. It will be used again at a later point in the programme to help build your profile

*While it may be difficult at times to identify your achievements, especially your childhood ones, do persevere with the exercise, and/or sleep on it if you need to. We all have achievements however small they may appear to be, and give consideration to the fact that our perspective has changed over time. What may have been an achievement once may not appear to be an achievement from your perspective today. Remember what it must have felt like for you at the time it happened.*

***The achievements listed do not have to meet any expectations where building your profile is concerned. This is as much an awareness building exercise as anything.***



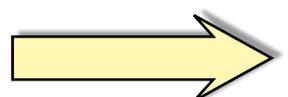
**My childhood achievements:**


**Achievements in my teenage years:**


**My achievements as a young adult:**


**My achievements in the middle years:**


**My recent achievements:**



**What strengths can I connect with my achievements?**


**What career related achievements can I identify?**


**What 4 achievements am I most proud of?** Transfer to career development plan

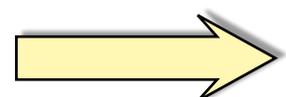
<b>1:</b>
<b>2:</b>
<b>3:</b>
<b>4:</b>

**What is it about these 4 achievements that made them special?**

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**Review motivated skills, values, interests, and personality and note any link between aspects of these and my top 4 achievements:**

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**What are my 4 most significant career achievements?** Transfer to career development plan

<b>1:</b>
<b>2:</b>
<b>3:</b>
<b>4:</b>

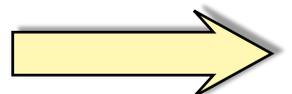


**Instructions:**

1. Print off the template and list 8 moments that you felt defined you.
2. At the end of the list you will find a series of questions that relate to lifetime activities that you may have enjoyed, and/or been at your best. Give the questions some thought and time if necessary and write a little about them.
3. Ask yourself what strengths were highlighted when you were engaged in these activities, and write these strengths in the space provided.

**8 times in my life where I was engaged in something that I felt gave me a great sense of satisfaction and meaning:**

<b>1:</b>
<b>2:</b>
<b>3:</b>
<b>4:</b>
<b>5:</b>
<b>6:</b>
<b>7:</b>
<b>8:</b>



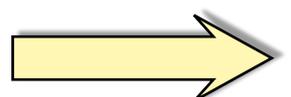


**What strengths do I feel I was tapped into when I was engaged, in the activities I**

**What activities or interests do I enjoy today?**

**What subjects and activities did I enjoy most in my schooldays?**

**What sort of jobs have I done in the past that I particularly enjoyed?**





**Can I identify what it was about previous jobs and activities that made them so enjoyable?**

**What strengths came into play when I was engaged in these activities?**

**Considering my personality, skills, values, and interests and the strengths I have noted at different point in this worksheet, list my strengths:**

**Prioritise these strengths and Transfer to Career Development Plan**

1:
2:
3:
4: