

# “List Accomplishments”

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**“List Accomplishments”** – A smart thing to do no matter who you are, where you are employed or what you are doing with your time!

Why? Because no one else will do this for you as well as you will do it for yourself.

But why is it smart to do this at all? Well, think about this. Isn't it smart to have goals, even little ones like those comprising your 'list of things to do' on a daily, weekly, monthly, annual or just 'ongoing...whenever I can get to it' basis? Sure. That way, you get things done that would otherwise be forgotten. This also applies to the bigger, more important things. In fact, if you don't write them down you run the risk of allowing all the 'other stuff' occupy your time so completely that you never even get started on those bigger, more involved tasks you want to accomplish.

OK, you are making a list of things to do, referring to it regularly, being guided by it routinely and you are getting things done after which you are checking them off as having been accomplished. This is the perfect moment to add the big ones to your **“List of Accomplishments”**.

By habitually doing this, you enjoy the following benefits:

1. Enhanced sense of progress being made, job satisfaction, sense of achievement, personal self-worth & self-confidence...all of which increase your ability to effectively work independently & willingness to take on tougher assignments in the future.
2. The reduced need for “Acceptance”, one of the four prime movers which cause everyone to act. As the result, you become less susceptible to pressures from (and even the attitudes & opinions of) others. This frees you to make independent leadership-style judgments instead of those shallow, follower-style ones that merely echo the thinking of others.
3. When it comes time to have your performance at work reviewed by your boss, you are able to provide firsthand, accurate input to help him or her note what you have accomplished during the performance period.
4. When updating your resume, you have immediately at hand timely, accurate items for inclusion.
5. When teaching these things to others, you possess the knowledge certain that this practice truly works to the practitioner's benefit.