



Why keep a Done List?

When Career Conversations come around, most of us can't remember what we did last year. A Done List helps you write down your wins as they happen. This makes filling out the form much easier and less stressful.

How to use this:

- Set a reminder on your calendar (monthly or every 3 months works well)
- Spend 10-15 minutes writing down what you did
- Don't worry about making it perfect - bullet points are fine
- Write down things that felt important, hard, or good

QUARTER 1 (July - September)

What I did this quarter:

What felt most meaningful or satisfying?

Skills I used or learned:

QUARTER 2 (October - December)

What I did this quarter:

What felt most meaningful or satisfying?

Skills I used or learned:

QUARTER 3 (January - March)

What I did this quarter:

What felt most meaningful or satisfying?

Skills I used or learned:

QUARTER 4 (April - June)

What I did this quarter:

What felt most meaningful or satisfying?

Skills I used or learned:

EXTRA REFLECTION QUESTIONS (answer anytime during the year)

What project or task pushed me to grow this year?

What feedback stuck with me?

What do I want to do more of next year?

What do I want to do less of or stop doing?

When Career Conversations season starts, you'll have a good record to look back on. No more trying to remember what you did last April!