

Success Stories Worksheet

SITUATION/TASK: (Short) State as briefly as possible the situation as you found it, or the task that you were given to accomplish. You are not part of the problem, so do not personalize the situation. Avoid using "I" in this statement.

ACTION: (Short) Briefly state the action you took. Use "I" when describing your actions.

RESULTS: (Long) Quantify the results. Use percentages, dollars saved, better profits, demonstrated improvements, increased productivity, etc., with specifics and numbers.
