iaap

MY

CELEBRATION

PORT FOLIO

www.iaap-hq.org

WHY KEEP A **CELEBRATION PORTFOLIO?**

Welcome to your personal celebration portfolio! This tool is designed to help you capture and reflect on your professional wins, both big and small. By documenting your achievements, positive interactions, and moments of growth, you create a powerful resource that serves multiple purposes:

- **Performance Reviews:** Have concrete examples of your accomplishments readily available
- **Career Development:** Track your growth and identify patterns in your successes
- **Personal Motivation:** Boost your confidence during challenging times by revisiting past wins
- **Professional Development:** Use these experiences to identify your strengths and areas where you thrive
- **Team Recognition:** Remember great collaborative moments and team successes
- **Interview Preparation:** Draw from specific examples of your achievements and impact

Remember, every success tells a story of your professional journey. Regular documentation helps ensure these valuable experiences aren't forgotten and can be leveraged for your continued growth and success.

PERSONAL **INFORMATION**

Name:

Department:

Year:

ACHIEVEMENT **ENTRY**

Date:

Category (check one):

- [ ] Achievement (career milestone, completed project, learning goal)
- [ ] Great Interaction (positive team moment, client success, mentoring)
- [ ] Positive Outcome (problem solved, innovation implemented)
- [ ] Recognition (award, peer appreciation, customer feedback)

Title of Celebration

Description

What happened? Share the details of your success:

Impact

How did this affect you, your team, or the organization?

Key Learning/Takeaway

What will you carry forward from this experience?

MONTHLY **REFLECTION SPACE**

Month:

Looking back at this month's celebrations:

What patterns do I notice?

What am I most proud of?

What opportunities do I see for future celebrations?

TIPS FOR USING YOUR **CELEBRATION PORTFOLIO**

- **Regular Updates:** Set aside time weekly or bi-weekly to record your wins
- **Be Specific:** Include concrete details that will help you remember the moment
- I**nclude Small Wins:** Every positive moment counts, no matter the size
- **Share Selectively:** Use these entries during performance reviews or when seeking new opportunities
- **Reflect Regularly:** Review your portfolio monthly to recognize patterns and progress

***Note:** This is **your** personal celebration journal. Feel free to adapt the format to best serve your needs and reflection style.*