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**Focus on Your Achievements**

**By Wendy Hearn**

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Do you often think about what you still have to do each day? Does this feel overwhelming? Does there always seem so much to do that you don't feel as if you're achieving enough?

I've found that when I start coaching people, either in business or personally, many of them focus on what still needs to be done. They seem to forget or discard all that they have achieved. When you get to the end of your day are you still thinking about what you haven't done? Perhaps there are some days when you accomplish a lot and you feel as if you've achieved something – that's a great feeling isn't it?

How do you feel about the other days when you believe you haven't done enough? When we focus on what we haven't completed we're highlighting our weaknesses. Focusing on our strengths is a much more positive approach. In what ways can you focus on your strengths?

I suggest that you create for yourself an achievement journal. In this, you write each day about all the things you've achieved. Grab the opportunity to say "well done" to yourself. The journal may be a pleasant notebook or a document on your computer where you cut and paste items completed from your schedule – or even a loose piece of paper. You can either list them all or choose three. I really encourage you to make time each day to list your achievements. You're worth it.

Wendy works with business owners, professionals, executives and managers who are ready to enrich their lives. . . finding more success, fun, balance, joy and time. Free Report – How to Focus on Achieving What You Really Want Send email to  
mailto:AchieveArt@wendyhearn.par32.comhttp://www.Business–Personal–Coaching.com

## **The 15 Most Powerful Words and Phrases to Apply on Your Resume**

**By Anthony Ranieri**

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Below are a few words to get you started that can be used to commence a phrase when describing your achievements in your resume. They are words employers like because they reflect leadership qualities and solutions based initiatives. Try and think of other words also that may reflect your personal achievements to use in your resume.

Negotiated  
Instrumental  
Represented

Developed  
Initiated  
Designed

Achieved  
Introduced  
Coordinated

Managed  
Contributed  
Influenced

Successfully  
Ensured  
Coordinated

### **Power Phrases to Apply to Your Resume**

Below are some phrases I have used in my resume that can be applied to your own resume reflecting key achievements in your current and past work history. Achievements are important because they reflect what you are capable of professionally and they also demonstrate your potential. Achievements need to be true and credible, so don't just use everyday achievements. Focus on milestones, projects and your own key initiatives that have brought about a benefit or change to the company. Power

## Focus on Your Achievements

phrases can be used to describe achievements where you have:

1. Reduced costs of a specific process
2. Completed a major project on time
3. Lead a team of others in achieving a major goal
4. Introduced a personal initiative or idea implemented

Below are some examples of power phrases I have used to demonstrate my achievements:

"Managed business downsizing and redundancy program eventually leading to business closure for a large automotive components manufacturer and successfully negotiated redundancy conditions with the union."

"Formulated and implemented comprehensive strategic competency based training model for a division of a large blue chip Australian company."

Managed a department of up to 5 diverse human resource professionals and several key contract and facilities providers."

"Contributed to financial year budget cost-down process by reducing the HR budget by up to 10%."

"Lodged successful tenders for \$50,000 in training funding to deliver a broad range of industry specific competency based programs at the workplace."

Achieved approximately \$200,000 productivity savings by negotiating and implementing 3 key productivity items resulting from enterprise bargaining negotiations."

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Anthony Ranieri

Anthony Ranieri is the author of "How to Find a Job in 6 Weeks." He has helped many individuals succeed with their job search. Visit his site to find out more about the publication. <http://www.jobweb.com.au> or <mailto:info@jobweb.com.au>



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