



# Communicating Your Accomplishments

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# Agenda

- Why you can and should be sharing your accomplishments
- What you can share
- Where you can share
- How you can share



## Thinking about Why and What

- What do you want to be able to share? Why do you want to share? What's the goal?
- What's challenging about sharing with others?
- In what situations have you found it easy to share?

**You do  
great  
work!**

*If you don't document it and tell people, it didn't happen [and can't help you].*

*-Jacob Rawlins, PhD*

# Why Should You Share Your Accomplishments?

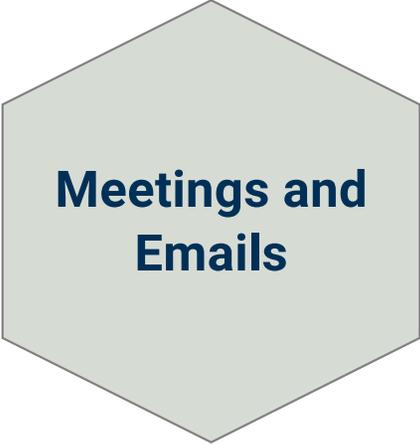
- To promote the value of the work you do and the impact you make.
- To demonstrate how you are helping meet institution/strategic goals.
- To put your name out for other possibilities.
- Because, often, no one else will do it for you.



## What Can You Share?

- Publications/acceptances
- Conference presentations/acceptances
- Grant awards
- Awards or fellowships
- Book contracts/publications
- Patents/copyrights
- Keynote or workshop invitations
- Major employment milestones
- Impressive teaching accomplishments
- Ways you've gone above and beyond work duties

# Where Can You Share Your Accomplishments?



## Meetings and Emails

- To/with chair or supervisor
- To/with dean or appropriate associate dean
- To/with your team
- To/with your college or unit's communications professional

# Where Can You Share Your Accomplishments?

**Meetings and  
Emails**

**Professional  
Documents**

- CV
- Annual review
- Promotion/PTR narrative
- University webpage
- Professional bios

# Where Can You Share Your Accomplishments?

**Meetings and  
Emails**

**Professional  
Documents**

**Your Web/  
Social Media  
Presence**

- Professional website
- LinkedIn
- Others?

# Where Can You Share Your Accomplishments?



# Where Can You Share Your Accomplishments?



- Start with your college/unit comm person!
- Or reach out to Brittany Aiello

# What Does Institute/College Media Share?



## How Can You Share?

Dear xx,

Hope you are having a great day. I want to share with you that I recently xx. I'm proud of this accomplishment because xx. It supports the unit's/Institution's strategic mission in xx ways. I'm happy to discuss this work in more detail [and for it to be considered in xx Institute publication].

Sincerely,

You