

SHOW YOUR BOSS YOU DESERVE A RAISE

At the end of each work day, record notes about the work tasks you performed that day.

Document dates of initiation and completion of large projects.

Be specific about what you achieved and the impact it had on customers and co-workers.

Include work goals from your performance review and show your progress toward those goals.

Complete a quarterly report, noting the highlights of the projects and tasks you did during that period and give your supervisor a copy at your performance review.

