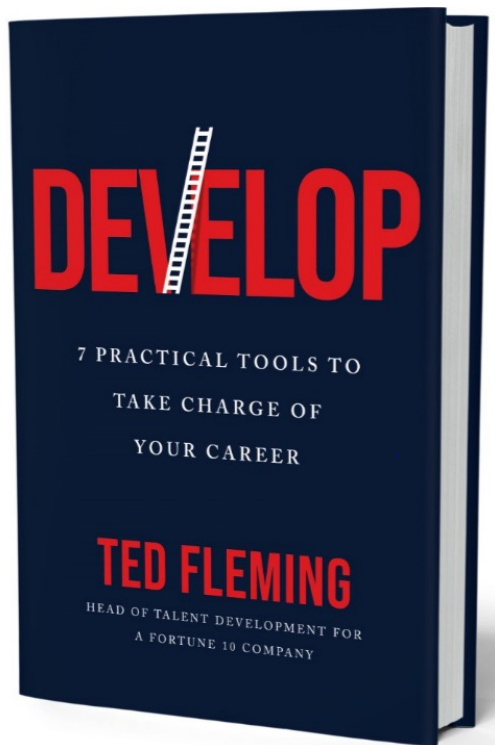


MAPPING YOUR EXPERIENCE TOOLKIT



“*Develop* is the rare book that will help each reader tap into their unique talents, while also acknowledging their unique challenges, as they forge a path toward personal success.”

— **ELEASE WRIGHT**
vice chair of the National
Academy of Human Resources

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INSTRUCTIONS

Tool: Mapping Your Experience

Purpose: This tool helps you analyze your resume accomplishments, then turn them into transferable experience and skills.

Instructions: Step 1: write an accomplishment from your resume or most recent performance review.

Step 2: list the top five skills used to achieve that goal in the column on the left.

Step 3: identify the top five milestones to accomplish the goal. Think of milestones as concrete work products or outputs that people would recognize as steps to realizing the goal.

When trying to make a transition from one industry to another; use the language of the target industry to communicate your value.

When completing performance evaluations, your milestones represent “what” you accomplished; your skills represent “how” you accomplished it.

MAPPING YOUR EXPERIENCE

Resume Accomplishment

Transferrable Skills to Achieve Accomplishment

1.	
2.	
3.	
4.	
5.	

Key Milestones to Reach Accomplishment

1.	
2.	
3.	
4.	
5.	

MAPPING EXPERIENCE EXAMPLE

Resume Accomplishment

Implemented a new strategy that increased year-over-year sales by 15%.

Transferrable Skills to Achieve Accomplishment

1.	Problem-solving
2.	Project management
3.	Motivating others
4.	Learning on the fly
5.	Financial management



Key Milestones to Reach Accomplishment

1.	Conducted market analysis
2.	Created sales projections
3.	Developed a distribution strategy
4.	Got corporate funding
5.	Launched promotional campaign