The Generative Results Template
by Shelle Rose Charvet

You can use The Generative Results Template with your clients, your boss or with your partners (similar to your boss). Here are 2 exemples:

A. Your Boss

Preparation

Step 1: Major Projects or On-going Work
List the name of every major project that you have been working on in the last three months and leave some space in between.

Step 2: Accomplishments
Under each major project, list what you have completed, developed or accomplished.

Step 3: Benefits of the Accomplishments
Look at the items you listed in Step 2 and choose 4 of them that have the biggest benefit or solved the biggest problems for your boss, for your team, or your company. Keep in mind that your boss is your #1 client. If this #1 client is not happy it's not good. If you're an entrepreneur and you don't have a boss as a client, then you follow a similar process for your customer.

Step 4: Describe the benefit
Write out what was the benefit or problem solved for your boss, your team or your company in 2 sentences or less for each of the top 4 items.
What were the positive consequences of solving a problem or reaching each goal?

Now you have completed the preparation and the next step is to fill in the Generative Results Template. All this will take you 15 to 30 minutes.

And here is my last recommendation…

Set a reminder in your calendar and do this quarterly. Why quarterly? Well, this is a "secret" that comes from the LAB Profile®, which describes the below conscious Motivation Triggers™ that I'm teaching in the Advanced Business Communication Diploma Program. Just do it. It works even if you don't know how.

Generative Results Template for Emailing to Your Boss

To: Boss
From: Me
Subject: Thanks for your trust, boss name!
Bcc: Me

Dear Bossname,

Thanks so much for putting your trust in me. The projects my team worked on this quarter were (insert adjectives such as: interesting and challenging).

Here's what happened:

1. ABC Project/Assignment
   Over the last 3 months, we started/completed/solved the problem of (list your accomplishments here).
   This has enabled our department/team/company to (list benefit or problem-solved).

2. 123 Project/Assignment
   Over the last 3 months, we started/completed/solved the problem of (list your accomplishments here).
   This has enabled our department/team/company to (list benefit or problem-solved).

3. DEF Project/Assignment
   Over the last 3 months, we started/completed/solved the problem of (list your accomplishments here).
   This has enabled our department/team/company to (list benefit or problem-solved).

4. 456 Project/Assignment
   Over the last 3 months, we started/completed/solved the problem of (list your accomplishments here).
   This has enabled our department/team/company to (list benefit or problem-solved).

It has been a real pleasure to work on these projects and my team members have contributed greatly.

Thanks so much BossName,

Me

B. Your Customer

Preparation

Step 1: Major Projects or On-going Work
List the name of every major project that you have been working on in the last three months and leave some space in between.

Step 2: Accomplishments
Under each major project, list what you have completed, developed or accomplished.

Step 3: Benefits of the Accomplishments
Look at the items you listed in Step 2 and choose 4 of them that have the biggest benefit or solved the biggest problems for your client, for their team, or their company. Keep in mind that your client is a human being (not just a company).

Step 4: Describe the benefit
Write out what was the benefit or problem solved for your client, for their team, or their company in 2 sentences or less for each of the top 4 items.
What were the positive consequences of solving a problem or reaching each goal?

Now you have completed the preparation and the next step is to fill in the Generative Results Template. All this will take you 15 to 30 minutes.

And here is my last recommendation…

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Generative Results Template for Emailing to your Customer

To: Customer
From: Me
Subject: Thanks for your trust, Customername!
Bcc: Me

Dear Customername,

Thanks so much for putting your trust in me. The projects my team worked on this quarter were (insert adjectives such as: interesting and challenging).

Here's what happened:

1. ABC Project/Assignment
    Over the last 3 months, we started/completed/solved the problem of (list your accomplishments here).
    This has enabled you/your company to (list benefit or problem-solved).

2. 123 Project/Assignment
    Over the last 3 months, we started/completed/solved the problem of (list your accomplishments here).
    This has enabled you/your company to (list benefit or problem-solved).

3. DEF Project/Assignment
    Over the last 3 months, we started/completed/solved the problem of (list your accomplishments here).
    This has enabled you/your company to (list benefit or problem-solved).

4. 456 Project/Assignment
    Over the last 3 months, we started/completed/solved the problem of (list your accomplishments here).
    This has enabled you/your company to (list benefit or problem-solved).

It has been a real pleasure to work on these projects and my team members have contributed greatly.

Thanks so much CustomerName,

Me