

Week 1: Take stock of what you actually bring

Everything for the week on one page: your moves, worksheet, scripts, and score.

This week's moves

Move 1

15 min · ☐ Written

Start your value inventory, today. Open a note on your phone, title it "What I bring." Write five things: a skill, a strength, a problem you solve, something people come to you for, and a recent win. Use script 1 so each one names the value, not just the task.

Move 2

20 min · ☐ Sent

Get a second opinion. Think across the last three months: what do colleagues ask you, route to you, or rely on you for? Write three. Then use script 4 to ask one trusted person what they'd say you're the go-to for.

Move 3

10 min · ☐ Written

Name the strength the pattern shows. Look at the inventory. Find the throughline and write a single sentence: "I'm the person who [strength]." That sentence is the seed for the rest of the playbook.

The value inventory (five entries)

Write each one so it names the value, not just the task (script 1).

ENTRY	WRITTEN AS VALUE
A skill	
A strength	
A problem you solve	
Something people come to you for	
A recent win	

The second-opinion question

The second-opinion question

To a trusted colleague: "Quick question. If someone asked what I'm the go-to person for around here, what would you say?"

Script cards (cut along the dashed lines)

1. The value entry line

"I [did/do X], which means [who] can [result]." Example shape: "I translate finance reports for non-finance teams, which means leaders can decide faster."

2. The strength line

"I'm good at [specific thing], especially when [context]." Specific beats general. Not "I'm a hard worker." Try "I'm good at untangling a process nobody else wants to touch."

3. Stop shrinking the win

Take any sentence about your work and delete: "just," "kind of," "a little," "I helped with," "I'm not really an expert but." If you helped with X, name the part you owned: "I built the [part] of X."

4. The second-opinion question

To a trusted colleague: "Quick question. If someone asked what I'm the go-to person for around here, what would you say?"

5. The skill, not the task

Turn a task into a transferable skill. "Ran the weekly report" becomes "I turn messy data into something people can actually decide from."

Self-score: Week 1

Score each statement from 1 (not true) to 5 (true). Mark one box per row.

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|--|---|--------------------------|---|--------------------------|---|--------------------------|---|--------------------------|---|--------------------------|
| 1. I can name three things I'm genuinely good at without downplaying them. | 1 | ☐ | 2 | ☐ | 3 | ☐ | 4 | ☐ | 5 | ☐ |
| 2. I know what I want my next career step to be. | 1 | ☐ | 2 | ☐ | 3 | ☐ | 4 | ☐ | 5 | ☐ |
| 3. I can explain how my past work connects to where I'm going. | 1 | ☐ | 2 | ☐ | 3 | ☐ | 4 | ☐ | 5 | ☐ |
| 4. I have a one-sentence answer to "what do you want to be known for." | 1 | ☐ | 2 | ☐ | 3 | ☐ | 4 | ☐ | 5 | ☐ |

Re-entry note

Starting late? Do move 1 and move 2, skip move 3 until they're done. That's the whole catch-up.