

Week 4: Make the case for your next level

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

This week's moves

Move 1

20 min · ☐ Written

Write the one-page case, today. Three parts: the scope you already operate at (pull from your file), what it's produced, and the next level you're aiming at. Script 1.

Move 2

15 min · ☐ Said / Sent

Put it in front of the right person. Have the growth conversation in a 1:1, or send the email if there isn't one coming soon. Script 2 (spoken) or script 3 (email).

Move 3

10 min · ☐ Scheduled

Set up the standing habit. Put two recurring events on your calendar: a monthly file update and a quarterly version of this conversation. Script 4.

The one-page case template

PART	
The scope I already operate at	
What it's produced	
The next level I'm aiming at	
What I'd need to see	

Script cards (cut along the dashed lines)

1. The one-page case

"Scope I'm operating at: [the outcomes you own]. What it's produced: [two or three results]. Where I'm headed: [the next level or scope]. What I'd like to understand: what you'd need to see from me to get there." Four lines, evidence underneath.

2. The growth conversation

"I want to grow into [next level or more scope]. I'm not asking for a decision today. I'd like to understand what that level looks like to you, and where you see me against it." Then stop, listen, and take notes.

3. The growth email (when there's no 1:1 soon)

Subject: "Time to talk about my growth." Body: "I'd like to put time on the calendar to talk about my path toward [next level]. To make it useful, here's a short summary of what I've been owning lately: [three lines]. What would you want to see from me to get there?"

4. The standing habit

Two recurring calendar events: "Update my How-I-lead file" (monthly, 15 min) and "Growth check-in" (quarterly). The case stays current without you ever scrambling to rebuild it.

5. The "not yet" turn

If the answer is not now: "Understood. What are the two things that would most change that, and can we check in on them in [timeframe]?" A no becomes a roadmap and a follow-up date.

Self-score: Final

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

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|--|---|--------------------------|---|--------------------------|---|--------------------------|---|--------------------------|---|--------------------------|
| 1. I own at least one outcome at work, not just a list of tasks. | 1 | ☐ | 2 | ☐ | 3 | ☐ | 4 | ☐ | 5 | ☐ |
| 2. In the last month I got something to happen through someone I don't manage. | 1 | ☐ | 2 | ☐ | 3 | ☐ | 4 | ☐ | 5 | ☐ |
| 3. I can point to written evidence of how I lead, not just how I work. | 1 | ☐ | 2 | ☐ | 3 | ☐ | 4 | ☐ | 5 | ☐ |
| 4. I know what the next level would require, and the right person knows I'm aiming for it. | 1 | ☐ | 2 | ☐ | 3 | ☐ | 4 | ☐ | 5 | ☐ |

Re-entry note

However many weeks you finished, write the one-page case anyway (move 1). Even a rough one changes how you see your own work, and it's the piece that keeps paying after the program ends.