

Week 6: Talk about your work without bragging

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

This week's moves

Move 1

20 min · ☐ Drafted

Draft the update email, today. Use script 1. Facts from your wins log. Recipient: the person from your map whose blank costs the most.

Move 2

5 min · ☐ Sent

Send it. Pick a morning and send. Don't soften it back down before sending. Check it once against script 2.

Move 3

10 min · ☐ Said

Say one win out loud. Once this week, in a 1:1 or a hallway answer to "how's it going," use script 3 instead of "busy, you know."

Update email template (fill in the blanks)

SUBJECT	Quick update on _____
LINE 1	Wanted to keep you in the loop on _____.
LINE 2	Result, with a number or a concrete outcome: _____
LINE 3	Next up: _____
LINE 4	Anything you'd want me to adjust?

Script cards (cut along the dashed lines)

1. The update email

Subject: "Quick update on [project]." Body: "Wanted to keep you in the loop on [project]. [Result, with a number or a concrete outcome]. Next up: [what's next]. Anything you'd want me to adjust?" Four sentences, no apology for sending it.

2. The result line that isn't bragging

Thing + number + who noticed. "[Thing] is done. [Result or number]. [Name] flagged that it [impact]." No number? Use the before-and-after: "It used to take X. It now takes Y."

3. The spoken win

"Small win worth mentioning: [result]. The part I'm glad about is [why it matters to the team]." Then stop. Don't take it back with "but it was nothing."

4. The private-praise bridge

When praise arrives in private: "Thank you, that helps to hear. Would you be open to mentioning it to [name]? It's relevant to [the target], and it carries more coming from you."

Re-entry note

Missed week 5? Send the update anyway, to the most obvious person. You can draw the map this weekend; the sent email is the win.

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