

Week 1: Find out where your work goes quiet

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

This week's moves

Move 1

15 min · ☐ Written

Start your wins log, today. Open a note on your phone, title it "Wins." Write the last three things you did that worked: a problem solved, a thing shipped, a save nobody saw. Use script 1 so each entry says what it was worth, not just what it was.

Move 2

20 min · ☐ Scored

The five-name map. List five people who influence what you work on next: your manager, your manager's manager, the peer who always gets consulted, a stakeholder you work with, and one senior leader who would have a say in your next move. Next to each name, write what they could say about your work if someone asked them this week. Write "blank" where you honestly don't know.

Move 3

10 min · ☐ Written

Pick the gap that costs the most. Choose the one person whose blank hurts your next step the most. Write a single sentence: "By day 28, I want [name] to know that I [value sentence]." That sentence is your target for the rest of the playbook.

The five-name map

NAME (OR ROLE)	WHAT COULD THEY SAY ABOUT MY WORK IF ASKED THIS WEEK?

Wins log starter (three entries)

Script cards (cut along the dashed lines)

1. The wins log line

"[What I did], so that [who] could [result]." Example shape: "Rebuilt the handoff checklist, so that onboarding stopped losing a week per hire."

2. The one-sentence value line

"I [verb] [the thing] and it [result]." Strong verbs only: built, ran, fixed, caught, shipped, untangled.

3. Stop shrinking the win

Take any sentence about your work and delete: "just," "only," "kind of," "a little," "I helped with." If you helped with X, name the part you owned: "I built the [part] of X."

4. The peer pulse-check

To a trusted colleague: "Quick odd question. I'm doing an audit of how my work lands. If someone asked you what I'm known for here, what would you say?"

Self-score: Week 1

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

- | | | | | | | | | | | |
|---|---|--------------------------|---|--------------------------|---|--------------------------|---|--------------------------|---|--------------------------|
| 1. People beyond my manager could name what I'm working on right now. | 1 | ☐ | 2 | ☐ | 3 | ☐ | 4 | ☐ | 5 | ☐ |
| 2. I can state my last win in one sentence without shrinking it. | 1 | ☐ | 2 | ☐ | 3 | ☐ | 4 | ☐ | 5 | ☐ |
| 3. I said something in a meeting this week that wasn't a status update. | 1 | ☐ | 2 | ☐ | 3 | ☐ | 4 | ☐ | 5 | ☐ |
| 4. My wins from the last month are written down where I can find them. | 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.