

Week 2: Talking about your work

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

This week's moves

Move 1

20 min · ☐ Drafted

Draft the update email, today. Use script 1. Facts from your wins log. Recipient: your manager, or the stakeholder from your five-name map if they're the bigger gap.

Move 2

5 min · ☐ Sent

Send it. Pick the day, morning is better, and send. Do not soften it back down before sending. Check it once against script 3.

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 4 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 "what are you working on" answer

"I'm on [project]. The interesting part is [one specific detail]. If it lands, it should mean [result] by [rough when]."

3. The result line that isn't bragging

Formula: thing + number + who noticed. "[Thing] is done. [Result or number]. [Name] flagged that it [impact]." If you can't find the number, use the before-and-after: "It used to take X. It now takes Y."

4. The spoken win

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

5. The private-praise bridge

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

Self-score: Week 2

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

Missed week 1? Don't go back. Do this week's move 1 and 2, then borrow week 1's move #1 (the wins log) over the weekend.

Print for your own use. From The Visibility Playbook at hersforhetaking.com.