

Week 4: Visibility you don't have to remember

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

This week's moves

Move 1

10 min · ☐ Scheduled

Put it on the calendar, today. Two recurring events: "Update email" (monthly, 20 min) and "Wins log" (Friday, 15 min). Real calendar, real reminders.

Move 2

15 min · ☐ Sent

Send one advocate note. Pick someone who has helped, taught, or vouched for you. Script 2, and if it fits, add script 3.

Move 3

15 min · ☐ Scored

Day-28 re-score. Take the same four-statement score you did at the start, and set the two side by side so you can see what moved.

The standing system (three pieces, about 45 minutes a month)

PIECE	CALENDAR SLOT
Update email (monthly, 20 min)	
Wins log (Friday, 15 min)	
One advocate touch a month	

Script cards (cut along the dashed lines)

1. The monthly update

Subject: "[Month] update: [project/area]." Three bullets: shipped, in motion, coming next. One closing line: "Anything you'd want more detail on?"

2. The advocate note

"You came up when I was thinking about [topic]. Your [advice, example, support] is part of why [result] happened, and I wanted you to know it mattered."

3. The ask-forward

"Over the next quarter I'm aiming at [the next thing]. If you see [type of opportunity or conversation], I'd love to be in the room for it."

4. The review-ready quarter line

For 1:1s and reviews: "This quarter: [result], [result], [result]. Next quarter I want to take on [thing]." Your wins log writes this for you.

Self-score: Day 28

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

However many weeks you finished, do move 1 anyway. The calendar pieces are the part that keeps paying after the program ends.

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