

Document—and Celebrate—Your Contributions in the Sweet Spot...



At the end of each day or week, take 10–15 minutes to record the projects you initiated, the endeavors you worked on, the calls and emails you made or answered, the people you worked with, the enterprises you completed... Big tasks, little tasks, one-time efforts, and long-term endeavors. For assistance, review your calendars, project timelines, phone logs, emails, to-do lists, and so on to identify the work you did, how, and the impact it has made. Document your findings below.

Week of: _____

Tasks...

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