

Making Your Work Visible — Cheat Sheet

Section	Notes
Why It Matters	- Great work is invisible unless shared - Visibility builds trust, credibility, opportunities
Simple Visibility Formula	Share: Effort → Progress → Impact → Learning
Weekly WIN Format	W: What I worked on I: Impact created N: Next steps
Micro-Update Examples	■ Improved onboarding doc — reduced confusion, goal 20% faster onboarding ■ Created FAQ doc — cut repetitive messages by 30% ■ Learned new automation — saves team 2 hours/week
Ways To Show Work	- Screenshots (before/after) - Short Loom video - Team shoutouts - KPI mini-dashboard - Learning log post
Do's & Don'ts	■ Be concise ■ Share impact ■ Credit others ■ Over-explain ■ Brag ■ Stay silent
Daily Quick Checklist	■ Did I share progress? ■ Did I highlight impact? ■ Did I thank/support someone? ■ Was I clear and brief?