

## Making Your Work Visible — Cheat Sheet

Section	Notes
Why It Matters	<ul style="list-style-type: none"><li>- Great work is invisible unless shared</li><li>- Visibility builds trust, credibility, opportunities</li></ul>
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	<ul style="list-style-type: none"><li>■ Improved onboarding doc — reduced confusion, goal 20% faster onboarding</li><li>■ Created FAQ doc — cut repetitive messages by 30%</li><li>■ Learned new automation — saves team 2 hours/week</li></ul>
Ways To Show Work	<ul style="list-style-type: none"><li>- Screenshots (before/after)</li><li>- Short Loom video</li><li>- Team shoutouts</li><li>- KPI mini-dashboard</li><li>- Learning log post</li></ul>
Do's & Don'ts	<ul style="list-style-type: none"><li>■ Be concise</li><li>■ Share impact</li><li>■ Credit others</li><li>■ Over-explain</li><li>■ Brag</li><li>■ Stay silent</li></ul>
Daily Quick Checklist	<ul style="list-style-type: none"><li>■ Did I share progress?</li><li>■ Did I highlight impact?</li><li>■ Did I thank/support someone?</li><li>■ Was I clear and brief?</li></ul>