

3. Onboarding System "Designed onboarding process that reduced ramp-time from 6 weeks to 3"

How: Document steps in Notion/Confluence with video walkthroughs

4. Customer Feedback Loop "Implemented feedback system that increased NPS by 15 points"

How: Create simple form + monthly review meetings

5. Cost Reduction Initiative "Audited tools and cut software costs \$12K annually" **How:** Review all subscriptions, consolidate redundant tools

6. Process Documentation "Documented 8 key workflows, enabling team to scale 50% faster"

How: Screen record yourself doing tasks, add to knowledge base

7. Team Collaboration Tool "Launched Slack workspace that reduced email volume 60%" **How:** Set up channels, integrate key apps, train team

8. Content Library "Built resource hub with 50+ templates that increased productivity 30%" **How:**

Collect best examples, organize in shared drive

9. Hiring Assessment "Created candidate scoring system that improved hire quality 45%" **How:**

Define rubric with key criteria, test on 5+ candidates

10. Training Program "Developed 3-week training that got new hires productive in half the time"

How: Break role into modules, create exercises for each

How to Add to Resume: Place under relevant job or create "Key Projects" section Use metrics wherever possible Link to GitHub/portfolio for proof

DAY 5: 90-DAY PROMOTION TRACKER

"What Would Excellent Look Like?" Framework

The Question to Ask: "What would excellent look like in 90 days for me to be promoted/get this raise?"

Tracking Template:

Week 1-2: Define Success Metrics - [] Get specific metrics from manager - [] Document current baseline - [] Create weekly check-in schedule - [] Share plan with stakeholders

Week 3-4: Quick Wins - [] Deliver 2-3 easy wins to build momentum - [] Document progress with screenshots/data - [] Get initial feedback - [] Adjust plan if needed

Week 5-8: Core Deliverables - [] Hit 60% of target metrics - [] Send bi-weekly progress updates - [] Address any blockers - [] Collect testimonials from team

Week 9-10: Acceleration - [] Hit 80% of target metrics - [] Prepare case study format - [] Schedule mid-point review - [] Ask for additional responsibilities

Week 11-12: Final Push - [] Hit 100%+ of target metrics - [] Create one-page results summary - [] Schedule promotion conversation - [] Reference original "excellent" criteria

Week 13: The Ask - [] Present results vs. original goals - [] Show quantified impact - [] Ask for promotion/raise - [] If declined, get next 90-day plan

Metrics Tracking Sheet: | Metric | Baseline | Target | Week 4 | Week 8 | Week 12 | Status |

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DAY 6: EMAIL SUBJECT LINE TEMPLATES (50 Examples)

The "[Goal] in 7 Days" Formula

B2B Sales Templates: 1. "Double your pipeline in 7 days" 2. "Cut sales cycle 30% in 7 days" 3. "5 qualified leads in 7 days" 4. "Close 2x faster in 7 days" 5. "Book 10 demos in 7 days"

Marketing Templates: 6. "3x your engagement in 7 days" 7. "Grow your list 500 subs in 7 days" 8. "10K video views in 7 days" 9. "Double your open rates in 7 days" 10. "Launch your campaign in 7 days"

Product/Tech Templates: 11. "Ship your MVP in 7 days" 12. "Cut bugs 40% in 7 days" 13. "Speed up load time in 7 days" 14. "Deploy new feature in 7 days" 15. "Onboard users 2x faster in 7 days"

Operations Templates: 16. "Save 20 hours in 7 days" 17. "Cut costs \$5K in 7 days" 18. "Automate 3 processes in 7 days" 19. "Improve efficiency 30% in 7 days" 20. "Clear your backlog in 7 days"

HR/Recruiting Templates: 21. "Hire your next star in 7 days" 22. "Screen 50 candidates in 7 days" 23. "Improve retention in 7 days" 24. "Build your pipeline in 7 days" 25. "Launch referral program in 7 days"

Personal Brand Templates: 26. "Gain 1K followers in 7 days" 27. "Go viral in 7 days" 28. "Book 5 speaking gigs in 7 days" 29. "Land media coverage in 7 days" 30. "Build your portfolio in 7 days"

Client Services Templates: 31. "Onboard 3 clients in 7 days" 32. "Increase retention 25% in 7 days" 33. "Get 5-star reviews in 7 days" 34. "Upsell existing clients in 7 days" 35. "Reduce churn in 7 days"

Content Creation Templates: 36. "Write 10 posts in 7 days" 37. "Plan 30 days content in 7 days" 38. "Hit 100K reach in 7 days" 39. "Repurpose 20 pieces in 7 days" 40. "Build content system in 7 days"