



Career Wins Log

Capture accomplishments while the evidence is fresh - then translate them into appraisal, promotion, resume, and compensation language.

LEADERSHIP FROM THE HELM

Tools Today. A Stronger Tomorrow.

A practical workbook for professionals and emerging leaders who want to navigate organizations with intention, build meaningful influence, and lead authentically.

HOW TO USE THIS WORKBOOK

- 1 Type directly into the fillable fields or print and write by hand.
- 2 Answer for the role and organization you actually have - not the one you wish you had.
- 3 Revisit the workbook periodically. Leadership, careers, and organizational terrain change.



Capture the Win

Memory is not a performance-management system.

WHAT MAKES A USEFUL ACCOMPLISHMENT

A strong record captures what changed because of your work. Store enough context to reconstruct the story later: action, result, impact, scale, evidence, stakeholders, and the performance element or competency it supports.

Date / period and project or mission:

Challenge, requirement, or opportunity:

What I specifically did:

Immediate result or outcome:

Mission / business impact - why it mattered:

Numbers, scope, time saved, cost, quality, readiness, customers, or risk reduced:



Build the Evidence File

The best appraisal statement is the one you can prove.

Evidence I can point to: dashboard, email, report, metric, customer feedback, award, inspection, deliverable:

Who benefited or can verify the result?

Scope: team, customers, dollars, locations, systems, transactions, people, or mission area:

Who knows about this accomplishment now? Who should know?

Performance element / competency / strategic objective this supports:

Follow-on value: What did this enable next?

Quick Wins Register

Capture first. Polish later.



ACCOMPLISHMENT REGISTER			
DATE	WIN / ACTION	RESULT / METRIC	IMPACT



Translate Wins Into Performance Language

Action + result/impact is the core. Make the business effect visible.

CURRENT FEDERAL / AIR FORCE-FRIENDLY STRUCTURE

Use a standalone sentence in plain language that states the action and at least one result, outcome, or impact. For longer self-assessments, add the problem or context only when it helps the reader understand the significance.

STATEMENT BUILDER

ACTION - What did you lead, create, improve, solve, negotiate, deliver, or change?

RESULT - What measurable outcome occurred?

IMPACT - Why did that outcome matter to the mission, customer, organization, money, time, quality, readiness, or risk?

FINAL PERFORMANCE STATEMENT - One standalone sentence in plain language:

Example pattern: Led [action] across [scope], producing [result] and enabling [mission/business impact].



Your Appraisal / Raise Brief

Turn the log into a concise case for your value.

My three strongest accomplishments this period:

The pattern of value I created across these wins:

My strongest quantitative evidence:

Evidence I operated above my current scope, grade, or job description:

The next level of responsibility I am prepared to take on:

Executive summary for an appraisal, raise, promotion, or career conversation: