

Quick Wins Tracker

Momentum is built through visible progress, not major milestones.



◆ Purpose

The Quick Wins Tracker helps:

- Identify early actions that signal progress and competence,
- Prioritize wins that build credibility with key audiences, and
- Track execution and communication of those wins.

Quick wins are not just tasks - they're psychological markers that show, "We're moving."

◆ Framework Overview

The tracker breaks down into four dimensions, each reinforcing why the win matters.

| Dimension | Definition | Guiding Question |
|-------------|--|---|
| Impact | What meaningful difference does this win make? | <i>"Will people feel or see this improvement?"</i> |
| Visibility | Who will notice it? | <i>"Is this a private fix or a public proof point?"</i> |
| Symbolism | What does it represent about my leadership? | <i>"Does it send the right cultural signal?"</i> |
| Feasibility | How realistic is it to achieve in 30–60 days? | <i>"Can we deliver this quickly and well?"</i> |

Quick Wins Tracker - Planning Grid

Turning Insight into Momentum

Plan and monitor your early proof points of progress.

| # | Quick Win Description | Type / Category | Impact Level (H/M/L) | Visibility (H/M/L) | Owner | Timing | Status |
|---|-----------------------|-----------------|----------------------|--------------------|-------|--------|--------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |