

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							