

Simple Accomplishment Tracker

Break Free from the Visibility Trap

A practical tool from Mary K. - Impactful Futures to document your wins and build your case for advancement

From the author of "The Visibility Trap: Why Great Work Isn't Enough for Career Growth"

Why Track Your Accomplishments?

Your career isn't advanced by the work you do—it's advanced by the work people **know** you do and the impact they see you create. This simple tracker helps you:

- ✓ **Remember your wins** when performance review time comes
 - ✓ **Quantify your impact** with specific results and numbers
 - ✓ **Position yourself strategically** for promotions and new opportunities
 - ✓ **Build confidence** by seeing your accumulated achievements
-

How to Use This Tracker

Keep it simple: Add entries when something good happens—don't force a schedule

Focus on impact: Always include the business result, not just what you did

Include numbers: Percentages, dollar amounts, time saved—specifics matter

Store privately: Keep this in your personal files for long-term access

My Wins Tracker

Date	What I Did	Impact/Result

Examples to get you started:

- March 15 | Led rate change automation | Reduced 3 weeks to 2 days (86% faster)
 - April 2 | Solved cross-team data issue | Prevented \$50K in duplicate spending
 - April 20 | Presented to finance team | Got approval for new process improvement
 - May 5 | Mentored new employee | They're now productive 2 weeks faster than average
-

People I've Helped/Connected With

Building relationships is key to career advancement—track your networking wins

- -
 -
 -
 -
 -
 -
 -
-

Recognition & Feedback Received

Document praise, awards, and positive feedback to build your confidence and resume

- -
 -
 -
 -
 -
-

Performance Review Prep

When review time comes, use your tracker to answer:

Top 3 achievements this period:

1. _____
2. _____
3. _____

How I went beyond my job description:

- _____
- _____

Problems I prevented or solved:

- _____
- _____

Key relationships I built:

- _____
 - _____
-

Quick Start Guide

Week 1: Add any recent wins you can remember from the past 3 months

Week 2: Start capturing new accomplishments as they happen

Week 3: Note one new relationship you're building

Week 4: Review your entries—you'll be surprised how much you've accomplished!

Transform Your Career with Strategic Visibility

This tracker is just the beginning. If you're ready to break free from the visibility trap and accelerate your career growth, I'm here to help.

"After 20+ years in technology leadership, including C-suite roles, I help high-performing professionals escape the competency penalty and position themselves for the advancement they deserve."

Ready for Personalized Guidance?

- ✓ **Strategic Visibility Coaching** - Position yourself for promotion
- ✓ **Career Acceleration Programs** - Break through plateaus
- ✓ **Executive Presence Development** - Command attention and respect

Learn more about strategic career coaching at [ImpactfulFutures.com]

"Your career isn't advanced by the work you do—it's advanced by the work people know you do and the impact they see you create." - Mary K.

© 2025 Impactful Futures - Strategic Career Coaching | Download more free career resources at ImpactfulFutures.com/blog