



The Impact Portfolio Toolkit

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Welcome!

Hi, I'm Jodie. I built my career without a degree, without a roadmap, and without waiting to be chosen.

Over the years, I realised something powerful:
Administrative professionals do far more than their CVs ever show.

We lead projects. Solve problems. Improve systems. Hold influence.

Yet when it's time to apply for a promotion, negotiate a raise, or prepare for a job search, we often struggle to prove that impact in a way others can see clearly.

So, I created this toolkit to help change that.

This isn't a CV template.

This is your credibility file.

A quiet, confident way to track, frame, and share the value you already bring to your executive, your organisation, and your profession.

This resource builds directly on the **Friday Wins Tracker** I created, which helps you document your weekly achievements and reflect on impact. If the Wins Tracker is where you gather the raw data of your week, this Portfolio is where you turn that data into real evidence of growth, leadership, and readiness. Together, they form a powerful narrative of your contribution.

Let's get started...

What Is The Impact Portfolio Toolkit?

It's a living document. It captures:

- The wins you've delivered
- The growth you've achieved
- The initiatives you've led or supported
- The skills and systems you've improved

It's a tool to:

- Showcase your strategic thinking and leadership readiness
- Support your case for promotion or progression
- Share with a mentor, manager, or future hiring leader
- Reflect on how far you've come

What It Should Include

You can structure your portfolio using the following sections, but customise and design it how YOU want it to look:

1. Personal Impact Summary

A few short bullet points that summarise the way *you* work, what you value, and how you make a difference. Think of this as your credibility headline.

2. Strategic Snapshots

Add 5 to 7 short examples of your work, written using this structure:

"I [action] by [doing X], which [created result or helped [team]]." Each one should reflect a different area of strategic contribution, such as calendar management, project ownership, stakeholder engagement, or tech integration.

3. Career Highlights Grid

Create a table that lists 3 to 5 categories of your work, with one example per category and the result it delivered.

4. Growth Timeline

Show your recent growth or project milestones. This could be a list of dates and events that demonstrate your progression over the last 12 to 18 months.

5. Tools, Tech and Thought Leadership

Highlight the platforms you use, the systems you've helped optimise, or the AI tools you're testing. You can also include examples of internal training you've led or knowledge you've shared.

6. Forward Focus

What's next for you? This section can include 2 to 3 goals or focus areas that reflect where you want to grow and lead moving forward.

Jodie's Tips for Making It Work

- Don't wait for perfection. Start with what you know and build from there.
- Keep it somewhere easy to update, such as your Google Drive, a folder in OneNote, or a document you revisit monthly.
- Try not to write it for your next role. Write about your current value. Then the right role will follow.
- Use it in self-assessments, 1-to-1s, LinkedIn profile building, and promotion conversations.
- Keep it honest, specific, and strategic. Focus on the outcome, not just the task.

Why This Matters

Designers have lookbooks. Marketers have campaign decks. Consultants have case studies. Now, you have one too. You don't have to be loud to be seen.. You just have to be clear ✨

Want More Support?

You can follow me on LinkedIn [@jodiemears](#) or reach out to me via my website or LinkedIn to discuss speaking and training opportunities at your conference, event or training day.

You've got this,

Jodie