



A RECORD OF WINS & CAPABILITIES

WHY KEEP THIS LOG

This log is your personal evidence locker against the voice of self-doubt. Impostor syndrome thrives on feelings, but it crumbles in the face of facts. Use this log to systematically record your accomplishments, the skills you used, and the value you created.

Instructions

1. Be Consistent
Aim to add an entry at the end of each day or each week.
2. No Win is Too Small
Did you solve a tricky problem?
Handle a difficult conversation well?
Learn a new shortcut?
Write it down. Small wins build momentum.
3. Review Regularly
When you feel like a fraud, read this log. It's your proof.

TIPS FOR SUCCESS

- **Focus on Your Actions:** When describing your role, use strong action verbs (e.g., I organised, I analysed, I negotiated, I designed, I coded, I presented). This helps you own your contribution.
- **Capture Direct Quotes:** If someone gives you positive feedback in an email or chat, copy and paste it directly into the log. It's hard to argue with a direct quote.
- **Track Your Growth:** Don't just log project wins. Include things like "Mastered a new software feature" or "Read a book that gave me a new perspective on my work." Learning is a success.

Feel free to add or remove columns. Maybe you want to add a "What I Learned" column. Customise it so it works best for you.



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