

Anonymize-Your-Wins Fill-In Template

Turn remembered wins into generic action-and-outcome notes ready to use in your draft.

Anonymize-Your-Wins Fill-In Template

Use one remembered win at a time; keep names, confidential details, and combinations of details that could identify people or projects out of every field.

The situation

What needed attention? Describe the work in ordinary terms. Fill in: [task, problem, or need].

Your contribution

What did you personally do? Separate your part from the team's work. Fill in: I [specific action I took].

The change you remember

Record an outcome you can honestly support from memory, without adding numbers or claiming an effect you cannot establish. If the result is uncertain, describe what you completed or delivered instead. Fill in: [observed change or completed output].

Turn the memory into generic language

Keep the substance of the work while making the wording usable outside its original context.

Generic work context

Choose a plain description such as a recurring report, an internal process, a shared document, or a cross-team request. Fill in: [generic description of the work].

Clear action

Replace internal shorthand with a verb and an object. Keep the useful detail about how you worked. Fill in: [past-tense action] by [method or practical step].

Plain-language outcome

Rewrite the change or output so someone unfamiliar with the work can understand it. Fill in: [generic description of what changed or what was delivered].

Make it ready for your draft

Use the action-and-outcome note as your source, then turn it into a self-review sentence.

Reusable action-and-outcome note

Fill in: Work: [generic work context]. Action: [clear action]. Outcome: [plain-language outcome].

Self-review sentence

Use the structure that matches your note. For an observed change: I [clear action] for [generic work context], which [observed outcome]. For a completed output: I [clear action] for [generic work context], delivering [completed output].

Work Cheat Codes – made to be used, not just saved.