

Four-Section Sentence Starter Sheet

A one-page sheet of opening lines for impact, growth, goals and asks.

Impact

One contribution I want to highlight is [work I did], which helped [person or team] [complete a task, make a decision, or avoid a problem].

When [challenge] came up, I [action I took], making it easier for [person or team] to [next step].

I supported [shared effort] by owning [my part] and coordinating with [collaborators] on [specific issue].

A less visible part of my work was [maintenance, preparation, or support], which helped keep [process or project] [working reliably or moving forward].

Growth

I became more effective at [skill] by changing how I [specific behavior], as shown in [example].

One challenge I learned from was [situation]; next time, I would [different action] earlier.

I put [feedback I received] into practice by [change I made], especially during [specific situation].

I am still developing [skill], and my next step is to practice it through [specific task or opportunity].

Goals

My next priority is to [specific outcome] by [timeframe], starting with [first action].

I want to improve [process or skill] so that [person or team] can [practical benefit].

For [upcoming project], I plan to own [defined responsibility] and check progress at [milestone].

I will consider [goal] successful when [observable sign of completion or improvement], and I will review it with [person] at [checkpoint].

Asks

To make progress on [goal], I would benefit from [specific support] by [timeframe].

I would like clarity on whether [priority A] or [priority B] should take precedence when they compete for time.

I would value feedback on [specific behavior or work sample], particularly whether [focused question].

I would like an opportunity to [stretch task], with [scope, guidance, or check-in] so I can build [skill] while delivering [useful outcome].