



EPISODE 8

Your Work Doesn't Speak for Itself

Your manager sees maybe ten percent of what you do. Two levels up, they see almost none of it. Research shows the people who close that gap get promoted faster — **not because they're better, but because they're legible**. Three moves for strategic visibility that isn't bragging.

KEY STRATEGIES & IDEAS

Information doesn't travel on its own. These moves build the systems that carry your work upward.

1. Document as You Go

Keep a running log of wins, decisions, and outcomes — with numbers. Memory is a terrible filing system. The people who get credit are the people with receipts.

2. Narrate the Work, Not Yourself

Swap "I did great on the launch" for "the launch hit its targets three weeks early, which freed up the team." Same facts — one is a boast, the other is a status update your boss actually needs.

3. Build a Visibility Rhythm

A weekly note, a monthly one-pager, a standing agenda slot. Visibility isn't an event, it's a cadence — your name should reach two levels up regularly, without you making a scene.

ACTION & REFLECTION STEPS

- ☐ **Start the receipts file today.** Write down three wins from the last ninety days, with numbers.

My three wins (with numbers):

- ☐ **Rewrite one recent win** as a status update — no adjectives about yourself, just facts and impact — and send it to your boss this week.
- ☐ **Pick your cadence** (weekly note, monthly one-pager, or standing agenda item), put it on the calendar, and protect it like a client meeting.



SKIP LEVEL

strategic leadership for leaders ready to think two levels up

EPISODE 8 · WORKSHEET



Lend your visibility to someone else. Mention a colleague's win in a meeting this week, by name, with specifics.

Think two levels up. — Maya & Marcus

Joe Dutkiewicz

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