

THE TOOL · CAREER

Evidence log

WHEN	WHO SEES IT	WHY
NAME	ROLE	PERIOD

1 What happened, while it is still accurate

two minutes a fortnight

DATE	SITUATION	WHAT I DID	WHAT CHANGED	HOW I KNOW

THE LAST COLUMN IS WHAT MAKES THIS EVIDENCE RATHER THAN A DIARY

Capture numbers at the time. A report that took ninety minutes before you automated it is a fact today.

Include what did not work and what you changed.

End with the change, not the task. The change is why it mattered.

Problems that stopped happening count. That is a real outcome.

This is for you, not for your manager. Nobody else is keeping a record of what you did, and memory covers about two months. Bring four items with numbers to the conversation about your role, and ask for a decision and a date rather than encouragement.