

Choose the change.

One capability. A few observable actions. A conversation you can revisit in 90 days.

Quarter / dates

Review date

01 Where am I starting?

Your current role and one expectation you want to meet more consistently.

02 What will I get better at?

Choose one behaviour you can practise. Avoid a title or promotion as the goal.

03 What would better look like?

Name an observable result and where you will record evidence of it.

04 Who can help, and what will I ask for?

A stretch assignment, feedback, time, context or a person to learn alongside.

Example: lead one design review, explain two viable options, and ask a reviewer whether the tradeoffs were clear. Agree expectations with your manager; this worksheet does not promise a promotion.

Make it observable.

Take this page to a 1:1. Agree the opportunities, support and review dates together.

Days 1-30 / Practise

What small action will you repeat, and with whose help?

Evidence + check-in date

Days 31-60 / Apply

Where will you use the capability with more independence?

Evidence + check-in date

Days 61-90 / Demonstrate

What complete piece of work will show the change?

Evidence + check-in date

What could get in the way? What will we adjust?

Record dependencies, workload limits and anything you need agreed.

Bring the evidence.

Capture a few useful moments as they happen. Review the pattern, not just the last week.

01 Date / situation / what I tried / result or feedback

Include a link or example you can revisit.

02 Date / situation / what I tried / result or feedback

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03 Date / situation / what I tried / result or feedback

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04 Date / situation / what I tried / result or feedback

Include a link or example you can revisit.

At the review: what changed, and what is still difficult?

Next quarter: continue, change or stop?

Write the next action and who will support it.