TOOL 6

Wins Folder Template

PURPOSE: *Keep a running record of accomplishments through the year so reviews, promotions and raises rest on concrete examples instead of memory.*

Wins folder for: *Enter name*	**Year:** *YYYY*	**Role:** *Enter role or team*

INSTRUCTIONS

Add entries as they happen. Include the date, what was accomplished, and the impact or recognition it earned.

Format each entry as Date: Accomplishment: Impact or recognition. The first three rows show the pattern.

WINS LOG

Date	Accomplishment	Impact / recognition
Jan 15	Led migration of user database to new platform	Zero downtime, improved performance by 40%, praised by CTO in all-hands
Feb 3	Mentored two junior engineers on API design	Both successfully launched their first APIs independently
Mar 22	Identified and fixed critical security vulnerability	Prevented potential data breach, recognized by security team

WHY THIS MATTERS

☐ Performance reviews are easier with concrete examples

- ☐ Helps people recognize their own growth
- ☐ Provides evidence for promotions and raises
- ☐ Combats imposter syndrome with facts
- ☐ Makes it easier to advocate for your team

AS A MANAGER

Tick each as it becomes a habit.

- ☐ Encourage your team to maintain their own wins folders
- ☐ Add notes to your own folder about each team member
- ☐ Reference these during reviews and promotion discussions
- ☐ Share relevant wins with leadership to increase visibility

> **Pro Tip:** Keep a wins folder for each person on your team as well as your own. When promotion season arrives, the manager with the facts wins the argument.