

WIN @ WORK SCORECARD

Use this when...

- You feel **busy** but you're not sure if you're really **winning**.
- You're restless and want to see where one shift can make the biggest difference.
- You want a simple way to talk about your growth with your boss, mentor, or coach.
- You're about to start a new quarter and want a **clear starting point**.

Quick Steps

1. Answer honestly, not perfectly.

For each statement, rate yourself from **1 to 5**:

1 = Never true for me

2 = Rarely true

3 = Sometimes true

4 = Often true

5 = Almost always true

2. Total each area.

Add your scores for **Clarity, Contribution, and Confidence**.

This will show you where you're strong and where you're leaking.

3. Choose one shift.

Look at your lowest area.

Decide **one small shift** you'll try this week to raise just one number.

Use this scorecard as a mirror, not a hammer.

WIN @ WORK SCORECARD – TEMPLATE

(Write your number for each item: 1–5)

Name: _____ Date: _____

A. CLARITY (Q1–Q5)

1. I can explain in **one sentence** what “winning at work” looks like for me this month.
Score (1–5): _____
2. I start my week knowing **one result** I want to make sure happens.
Score (1–5): _____
3. My daily tasks are **clearly connected** to my team’s goals.
Score (1–5): _____
4. I leave most meetings **knowing exactly** what I need to deliver and when.
Score (1–5): _____
5. Before the week ends, I **review my progress** instead of just rolling into the next week.
Score (1–5): _____

Clarity Total (add Q1–Q5): _____ / 25

B. CONTRIBUTION (Q6–Q10)

6. When I commit to something, I **finish it** even when it gets boring or hard.
Score (1–5): _____
7. When there’s a problem, I **bring options**, not just complaints.
Score (1–5): _____
8. When I see a gap at work, I **offer help** instead of waiting to be told what to do.
Score (1–5): _____
9. My teammates know **what they can count on me for** without me having to say it.
Score (1–5): _____

10. I can point to **specific results** in the last 30 days that improved my team's work.
Score (1–5): ____

Contribution Total (add Q6–Q10): ____ / 25

C. CONFIDENCE (Q11–Q15)

11. In meetings, I **speak up** when I have an idea, question, or concern.
Score (1–5): ____
12. I **ask for feedback** and use it to improve, not to beat myself up.
Score (1–5): ____
13. I can **push back or suggest a better option** when a request doesn't match our priorities.
Score (1–5): ____
14. I feel ready to **lead small projects or meetings**, even if it's not in my job title.
Score (1–5): ____
15. I believe I can still **grow and create better results** in my current role, starting this month.
Score (1–5): ____

Confidence Total (add Q11–Q15): ____ / 25

QUICK INTERPRETATION

For each area (Clarity, Contribution, Confidence):

- **21–25** – This is a **strength**. Protect it and keep stretching.
- **16–20** – This is **okay but leaky**. One shift here will help a lot.
- **11–15** – This is a **warning light**. Time to focus attention.
- **10 or below** – This is a **red flag**. Good news: you now know where to start.

One Shift I'll Try This Week

The lowest area on my scorecard is:

☐ Clarity ☐ Contribution ☐ Confidence

One small shift I'll try this week to improve that area is:

That's it. Next week, you can take the scorecard again and see if that one shift moved even one number up.