

The Career Journal

Ten weeks of building the receipts nobody else will keep for you.

INTRODUCTION

Your career deserves a paper trail.

Most people leave their career to memory and vibes. Then review season arrives and they can't remember what they shipped in March.

This journal is a receipts box. Every week you'll capture wins, feedback, blockers, and the questions you're too embarrassed to ask out loud. In ten weeks you'll have the raw material for a raise conversation, a résumé refresh, or a clear-eyed exit.

Pair it with the Your First Real Paycheck guide for the compensation side.

WEEK 01 · REFLECTION

What did I ship this week that I want to remember in six months?

Be specific. 'Launched X' beats 'worked on X.'

WEEK 02 · REFLECTION

Whose calendar did I make lighter?
Whose did I make heavier?

Careers move on the answer to this question.

WEEK 02 · TRACKER

Weekly wins

DAY	WIN	WHO SAW IT
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		

NOTES FOR THE WEEK

WEEK 03 · REFLECTION

What did I say yes to that I should have said no to?

And what did that yes cost me — hours, energy, another priority?

WEEK 03 · CHECK-IN

Weekly check-in

What did I do this week that only I could have done?

What did I do that anyone could have done — and should have?

What do I want next quarter to look like?

WEEK 04 · REFLECTION

What compliment or feedback did I get this week?

Screenshot it or paste it here. This is your future performance review.

WEEK 04 · TRACKER

Feedback log

DAY	SOURCE	QUOTE
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		

NOTES FOR THE WEEK

WEEK 05 · REFLECTION

What am I currently doing that isn't in my job description?

Either negotiate for it or stop doing it. First, notice it.

WEEK 06 · REFLECTION

What skill did I actually build this week, on purpose?

One paragraph. Not a course you started — a thing you can now do.

WEEK 06 · TRACKER

Time & energy

DAY	HOURS	ENERGY 1-5
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		

NOTES FOR THE WEEK

WEEK 06 · CHECK-IN

Weekly check-in

What did I do this week that only I could have done?

What did I do that anyone could have done — and should have?

What do I want next quarter to look like?

WEEK 07 · REFLECTION

Who at work should know my name that doesn't yet?

Write one sentence you'd say to them at coffee.

WEEK 08 · REFLECTION

What decision am I waiting for permission on?

Almost always: you already have the permission.

WEEK 08 · TRACKER

Weekly wins

DAY	WIN	WHO SAW IT
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		

NOTES FOR THE WEEK

WEEK 09 · REFLECTION

What would this week have looked like at 80% effort?

Then check whether the real week was actually 100. Usually no.

WEEK 09 · CHECK-IN

Weekly check-in

What did I do this week that only I could have done?

What did I do that anyone could have done — and should have?

What do I want next quarter to look like?

WEEK 10 · REFLECTION

Ten weeks in — what does my honest job title feel like?

Different from the one on your badge? That's a data point.

WEEK 10 · TRACKER

Feedback log

DAY	SOURCE	QUOTE
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		

NOTES FOR THE WEEK