



Your Visibility Plan: A Simple Strategy to Be Seen for Your Impact

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You don't need to do more. You need to be seen for what you're already doing.

How to Use This Worksheet

This tool is designed to help you stop waiting to be noticed — and start positioning yourself intentionally. Work through each step honestly. This is your space. No one is grading you. The goal is simple: to help you see your own value more clearly, so others can too.

How to approach these questions:

- Work through one step at a time
- Be honest with yourself — this is your space
- Come back to it monthly and track your progress



STEP 1 — CAPTURE YOUR WINS

What are you already doing that matters?

List 3 wins from the past 2–4 weeks and what they impacted:

1. Win:

What did this impact or improve?:

2. Win:

What did this impact or improve?:

3. Win:

What did this impact or improve?:



STEP 2 — TRANSLATE YOUR WORK INTO IMPACT

Move from tasks → outcomes

Choose one task you do regularly and rewrite it as impact:

TASK

Now rewrite it as impact:

IMPACT STATEMENT: "I helped / enabled / improved_____ so that _____."



STEP 3: CREATE ONE VISIBILITY MOMENT

Visibility is intentional — not accidental

This month, I will:

- ☐ Speak up in a meeting
- ☐ Share a solution or idea
- ☐ Communicate a win
- ☐ Ask a strategic question
- ☐ Volunteer for something visible

My one visibility move this month:

REMEMBER:

Great work doesn't guarantee visibility. How you position your work does.

- ✓ Capture your wins — don't let them disappear
- ✓ Reframe one task as impact this week
- ✓ Take one intentional visibility step this month

Small moves. Consistent presence. Real results.

Want more resources for building powerful partnerships?

Visit: www.peggyvasquez.net

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