

Rewrite one line, so it goes with you.

Pick one piece of work from the last quarter. Fill this in from memory, not from their files. Ten minutes.

01 When did it happen?

Month and year. To the week if you can.

02 What did you do?

One verb you can stand behind: led, ran, owned, built, fixed, stopped.

03 What did you decide?

The call that was yours to make.

04 What did you choose it over, and why?

The option you didn't take, and the reason. This is the part no file keeps.

05 What moved, rounded?

About 4,000, not 4,212. About three weeks, not 19 days.

06 Your line, in your own words

Date, verb, decision and reason, the number. No names.

BEFORE IT GOES WITH YOU

- ☐ No client, colleague or vendor names
- ☐ No file names, system names or internal project codes
- ☐ No exact figures copied from their systems
- ☐ Nothing marked confidential
- ☐ You'd say it out loud, word for word, in an interview

General guidance, not legal advice. Your employment agreement or contract, and the policies you work under, govern what you may keep.

SOURCE: "THEIR FILES STAY. YOUR RECORD GOES WITH YOU."

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