

The Value File

A practical companion to The Discipline of Worth

Your employer may know you are useful while the wider market has little evidence of what you produce. A Value File records meaningful work results and your contribution. It also notes where approved supporting evidence can be found.

What to record

Result and date. What happened, and when? Choose a specific piece of work.

Baseline. What was happening before you acted? State what you actually know.

Your action. What did you personally do? Separate your work from the team result.

Change and measurement. What improved? Use a measured number when one exists. Otherwise describe the observed change and write "not measured."

Evidence location. Where can the result be checked? Record an approved reference, not confidential records you are not allowed to retain.

Where evidence can appear

Money: revenue protected or costs reduced. Time: delays or turnaround improved. Quality and risk: errors or rework reduced. People: customers supported or colleagues trained. Systems: processes improved. Capability: a difficult skill demonstrated in use.

Start with one result

Use the examples on page 2, then complete page 3. Keep adding records when work happens. A completed worksheet prepares evidence; it does not establish a salary entitlement or guarantee a raise.

Your pay is not a measure of your human worth. Market outcomes also reflect conditions and constraints beyond your control.

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Two worked examples

Illustrative examples only - these are not reported reader outcomes

Example 1 Customer billing

Situation. Customers repeatedly complained about the same type of invoice error.

Baseline. The cause had not been identified. Complaint volume and financial impact were not tracked.

My action. I reviewed the affected invoices, identified a duplicated charge and helped correct the billing checklist. A supervisor approved the change; the billing team applied it.

Observed result. The duplicate charge was removed from the checked invoices. Later complaint trends were not measured, so no reduction or savings figure is claimed.

Proof location. Approved corrected invoice references, the revised checklist and supervisor confirmation. Do not copy customer information into a personal file.

Example 2 Training a colleague

Situation. A colleague needed help completing an unfamiliar weekly report.

Baseline. They needed assistance to complete the report. No error rate or completion-time baseline was recorded.

My action. I demonstrated the process and prepared an approved checklist. The colleague completed the next report without my assistance; the manager reviewed it.

Observed result. One report was completed without my assistance. That does not establish lasting independence, wider team improvement or quantified time savings.

Proof location. Approved training notes and manager confirmation of that report.

The standard

Record the result you can support. Say who else contributed. Do not turn an observation into an invented number, or one successful attempt into a permanent improvement.

Your evidence record

Type in a compatible PDF viewer, or print and complete by hand

Date or period

Situation and result | What happened?

Baseline | What was happening before?

My action | What did I personally do and who else contributed?

Observed change | What improved and over what period?

Measurement | Evidence for any number, or write "not measured"

Proof location | Where can approved evidence be checked?

Permission check | May I retain or refer to this information?

Keep confidential employer, customer, patient and client information out unless you are authorized to retain it. Use approved references or anonymized descriptions where permitted. Keep entries brief. Use another sheet for detail. Save and reopen to check your entries; confirm all text is visible before printing.

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