The Unseen Work Log

One page a week for the work that went right and left no trace.

Week of _____

Friday, five minutes. Up to five lines. Roles, not names. Nothing confidential.

UNSEEN WORK THIS WEEK

	What I did	For whom (a role, not a name)	Time	What it prevented or made possible
1				
2				
3				
4				
5				

WORTH SAYING OUT LOUD

Pick one line from above.

Line no. _____ Who should hear it: _____ When: _____

The sentence: _____

NEXT WEEK: THREE PRIORITIES

1 _____

2 _____

3 _____

Keep every sheet. Thirteen Fridays make a quarter.

The Unseen Work box is printed in every weekly review of the HRD Planner 2027 and the HR Planner 2027.

Make the unseen work seen. · SKPG · Smart Katana Publishing Group

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One page a week for the work that went right and left no trace.

EXAMPLE WEEK A made-up week, written by SKPG to show the format. Not a real person or company.

An HR director at a 400-person company. Week of January 11, 2027

UNSEEN WORK THIS WEEK

	What I did	For whom (a role, not a name)	Time	What it prevented or made possible
1	*7:40 a.m., before the inbox: sat with a first-time manager before his team meeting about the new schedule.*	*First-time manager*	*40 min*	*He was going to announce it by email. He did it in person instead.*
2	*Caught two offer letters with different start-date terms before they went out.*	*Two new hires, recruiting*	*25 min*	*Two first days without a correction email.*
3	*Listened to an employee who needed to talk. Didn't solve anything. Wasn't supposed to.*	*One employee*	*30 min*	*They came back Thursday with their own plan.*
4	*Moved a team announcement from Friday at 4:00 p.m. to Tuesday at 9:00 a.m.*	*The team affected, their manager*	*15 min*	*No weekend of rumors. Questions came in during work hours.*
5	*Held a confidential conversation.*	*Confidential*	*1 hr*	*Confidential*

WORTH SAYING OUT LOUD

Pick one line from above.

Line no. *4* Who should hear it: *the CEO* When: *Monday 1:1*

The sentence: *"We moved the announcement to Tuesday, and the questions came in during work hours instead of over the weekend."*

NEXT WEEK: THREE PRIORITIES

1. *Q1 hiring plan signed off with finance.*
2. *Second check-in with the first-time manager.*
3. *Out by 5:40 p.m. on Friday.*

Five minutes on Friday

1. Pick a time before you close the laptop. 5:40 p.m. works.
2. Open your calendar and your sent folder. Look for what took real time and left no record.
3. Write up to five lines. One line each. Roles, not names.
4. If it's confidential, write "Held a confidential conversation" and stop there.
5. Pick the one line worth saying out loud, and decide who should hear it.
6. Write three priorities for next week. Stop at three.

Keep the sheets together. By the end of a quarter, you'll have thirteen weeks of work on paper.

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