The Evidence Guide

How to Preserve Progress without Extra Work

This guide introduces a simple way to preserve progress while work is happening, without status reports, self-promotion, or extra meetings.
Evidence is a short, structured record that captures what moved, why it mattered, and what it enables without restating the work itself.
Think of evidence as a memory system for work, not a productivity tool.

The 4-Line Evidence Record

1. What changed or progressed
   - concrete change, decision, or advancement
   - not effort or activity
2. Why it mattered
   - relevance: risk reduced, clarity gained, or progress enabled
3. What's now true
   - the new state of work
   - what no longer needs to be re-decided or rechecked
4. What's next (if anything)
   - only if needed
   - next dependency, handoff, or watchpoint

The Evidence Guide

How to Preserve Progress without Extra Work

Strong Example ✓ This is evidence because someone could resume the work without reopening files or re-arguing decisions.	**A Weak Example** ✗ Nothing concrete happened, no decision preserved, no state changed, context has to be reconstructed later
What changed Confirmed scope tradeoff with Finance; reporting view narrowed to top three metrics. **Why it mattered** Removed disagreement about completeness and unblocked build work. **What's now true** Dashboard requirements are stable for this phase. **What's next** Proceed with implementation; review metrics after pilot.	Met with Finance to review dashboard requirements. Had a good discussion and aligned on next steps. Will continue working on this.

Using Evidence in Practice

Evidence should live where you already work, and you should be able to write it in under two minutes.

Evidence protects momentum, memory, and credibility without fanfare or self-promotion.

The Litmus Test

If someone read this later, would they understand what moved, why it mattered, and what's now safe to do next, without reconstructing context?

If yes, it's evidence.
If no, revise.