Essential Training Guide

In Partnership with:

IGNITE CURIOSITY

Overview

Welcome! During your training with us, we oversee your development as you utilize our resources and implement our philosophy, including our foundational approach to learning: the *7 Steps to Perfection*. These 7 Steps are part of the larger philosophy designed by Matt Hackney. Our pedagogical process creates leaders, inner wisdom, and clarity.

You may purchase the book in your favorite bookstore, find the audio book online, or request a PDF from your Curiosity Coach.

You will be introduced to fundamentals of our organization to ensure this is the right career path for you. We have different methods and philosophies that can help shape how you learn and help you explore career opportunities. Our goal is to naturally and calmly break down great habits so you can carry the Strength, Integrity, Love, and Knowledge (SILK) philosophy we desire in our workforce.

Learn literally any skill with ease as Mr. Hackney gives the you 7 easy steps to follow. Author & professor, Matthew Hackney is an entrepreneur and renaissance man who has mastered many skills, including ballroom dancing, book publishing, martial arts, stocks & investments, weight loss, modeling, and many more.

Barnes & Nobles

Audio Book – Coming Soon!

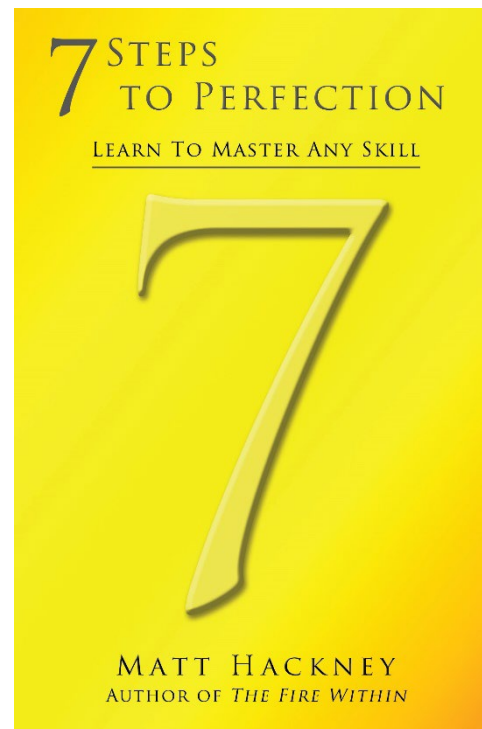E-Book – Ask at the Curiosity Hive for Information

Table of Contents

Our training directly prepares you for the 5 areas that you'll be graded on in interviews and throughout your work with us. Our 5 pillars are:

Ignite Curiosity

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Regularity

The Self-Motivated Impact Learning Environment utilizes techniques for success. We encourage learning from preschool all the way to career growth with a SMILE - a Self-Motivated Impact Learning Environment. In this method, students go through a 5-step process to encourage themselves, ignite their own curiosity, find inner passions, collaborate with like-minded individuals who share similar goals and who are discovering the same subjects, and finally to engage in community development to share wisdom back with those who need it most.

Focus

SMART Star is a daily activity which highlights the Space, Track, Assist, Reach of the particular project you are working on. We teach how to take ownership of your job and showing others that you're comprehensive in task management in a digital age.

Ethics & Security

Preparing our students for the future amidst lightning-paced advancements in technological innovations requires our students to develop important soft skills. Apart from honing the indelible human touch, it is vital for them to develop a posture of learning that they can carry with them for a lifetime of growth and progress. For this, we subscribe to the 5C's, which are essential Learning Skills of the 21st century for shaping responsible Global Citizens who will become inspiring future leaders.

Productivity

In collaboration with the National Science Foundation and Microsoft Learn, you will collaborate and create in real time with teammates worldwide. Bring ideas to life with colleagues across all your devices with futuristic apps like Dynamics 365, SharePoint, Word, Excel, and PowerPoint. Easily share and access files wherever you are with secured OneDrive cloud storage. Protect what's important, Stay secured and productive on any device.

Ignite Curiosity

The SMILE Method™

We encourage learning from preschool all the way to career growth with a SMILE - a Self-Motivated Impact Learning Experience. In this method, students go through a multi-step process to encourage themselves, ignite their own curiosity, find inner passions, collaborate with like-minded individuals who share similar goals and who are discovering the same subjects, and finally to engage in community development to share wisdom back with those who need it most.

We have trained the same individuals for over 25 years and continue to encourage, inspire, and mentor curious minds of all ages. We curate learning environments to be peaceful, flexible, and all-encompassing with tools in place for the self-motivated to explore. Nobody wants to sit in small desks and get lectured, but on the flipside - teachers do not want to work with students who lack motivation.

As a SMILE Student™, you are responsible for your own exploration and your own curiosity.

The Curiosity Coach does not hold your hand through the learning process, but instead reminds you how valuable it is to make mistakes and also reminds you to engage in impactful learning. This style of learning has tangible results in your community instead of mundane homework with no real-world application. In this fashion, we are able to give internships and opportunities to students of all levels within companies and organizations who are partnered with us.

Join the Curiosity Hive

Join our preliminary community on Facebook to easily learn business standards, soft skills, and to show off your passion for a career. Meet others around the world who are also focusing on career advancement to expand your business network. This first step is a fast, fun, and easy way to start your journey in business.

The Modern Workforce

A new culture of work is here. It's open and collaborative, letting you work together securely, from anywhere in the world on any device. Learn how to empower yourself for the modern workplace with knowledge of Microsoft 365 solutions.

1. Create Microsoft Account

- ☐ Go to www.office.com
- ☐ Choose "Sign up for a free version of Office"

2. Complete Microsoft Modern Workplace Training

Go to the Modern Workplace Training website and complete the following checklists.

I. Get My Work Done

Whether on your commute or out having coffee, use Microsoft apps and services for iOS and Android to stay connected. Install these free apps now for your communications, your social network, and get to the things that matter faster.

- ☐ Stay Connected
    - i. Setup Email on Your Mobile Device
    - ii. Manage Your Calendar
    - iii. Connect LinkedIn to Outlook
- ☐ Take and Read Notes
    - i. Take Notes
    - ii. Draw and Write Your Notes
    - iii. Share Your Notes with Others
- ☐ Develop Impactful Content
    - i. Bring Your Slides to Life with Designer
    - ii. Get Ideas in Excel
    - iii. Excel Data Types
- ☐ Access Your Files on Any Device
    - i. Use the OneDrive Mobile App
    - ii. Use the Word Mobile App
    - iii. Share Files and Folders
- ☐ Save Time
    - i. Understand how you spend your time with My Analytics
    - ii. Sync your clipboard
    - iii. Find your stuff in Windows
- ☐ Stay Secure and Private at Work
    - i. Stay Secure and Private at Work
    - ii. Sign in with Windows Hello
    - iii. Restrict Changes to Files
    - iv. Stay in Control of Your Privacy

Get Work Done with My Team

Whether you're working with teammates from inside or outside your organization, Microsoft Teams creates a hub for teamwork. Keep your shared files in a single secure location that everyone can access. And with chats, meetings, and calls, everyone has the right tools to stay connected no matter where they are.

- ☐ Create and organize teams

       i.   Get your team running

       ii.   Teams and Channels

☐ Optimize team conversations

       i.   Start Chats and Make Calls

       ii.   Use @mentions

       iii.   Send email to a channel

       iv.   Filter Your Activity Feed

☐ Work Together in Microsoft Teams

       i.   Add Tools with Tabs

       ii.   Add a Plan

       iii.   Work on a File Together

       iv.   Connect with SharePoint

☐ Manage Meetings

       i.   Create Instant Meetings with Meet Now

       ii.   Manage Meetings

       iii.   Move around in a Meeting

       iv.   Hide Notifications during Your Presentation

☐ Collaborate on Files

       i.   Save and Share Files

       ii.   Co-Author with Others

       iii.   Use Comments

       iv.   Use @mentions

Get Work Done with My Org

Learn the various communication and connection mediums available inside of Microsoft 365.

☐ Yammer

       i.   Yammer: Your company's social network

       ii.   Sign In

       iii.   Notification in Yammer

☐ SharePoint

       i.   SharePoint: Your company's home base

       ii.   Find and follow sites, news, and content

       iii.   Stay connected with the SharePoint mobile app

☐ Microsoft Stream

       i.   Microsoft Stream: Your company's video portal

MICROSOFT 365 COURSES:

➢ Demonstrate fundamental knowledge of Microsoft 365 productivity and teamwork capabilities

➢ Discuss Azure Fundamental Concepts

🦎 NOTE HIVE

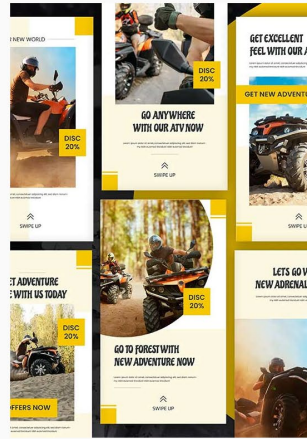Collaborate using IGUANAs™

Intelligent Guides Using Advanced Notebook Applications

Anthropology	Narratives	Analytics
UX, UI, & BEHAVIORAL SCIENCE	**BRANDING, STORIES, & CONTENT**	**RESEARCH & DATA SCIENCE**

Note Hive is a community for members who contribute to Intelligent Guidance Using Advanced Notebook Applications (IGUANA). Notebooks are extremely advanced compared to notebooks from just a decade ago. The pioneering scientists of the future use IGUANAs which have the capability of holding data visualizations, dynamically updated knowledge, can be collaborated on from anywhere in the world, and can hold quizzes, statistics, and so much more.

IGUANAs can even hold computer programming algorithms with options such as Jupyter Notebooks and Markdown Notebooks.

In this section, you will be introduced to IGUANAs and learn how the future of the workplace is finding new recruits directly inside IGUANAs and their affiliated applications.

We'll also introduce you to some supporting frameworks and social networks where you can find a large number of Note Hive members.

PROCUREMENT WITH THE FOLLOWING ORGANIZATIONS

1. Join the [Note Hive](#)

You can use The SMILE Method™ and join for free to make Smart Commits on GitHub with us to practice creating IGUANAs and participating with an international group of collaborators.

2. Train Yourself on the GitHub Learning Lab

With GitHub Learning Lab, grow your skills by completing fun, realistic projects. Get advice and helpful feedback from the GitHub friendly Learning Lab bot.

➢ [First Day on GitHub](#)

Even though this is titled "First Day", prepare for 1-2 weeks to complete this material if you are non-technical.

➢ [Learn Open Source with Good First Issues](#)

Learn how companies and projects big & small are making use of #GoodFirstIssues (GFIs) inside Repositories (Repos) or on ANAs and learn how you can make a difference while learning.

➢ Select an Organization below and browse their GFIs

The following organizations are affiliated with our learning program and have made a commitment to hiring job seekers who make contributions to their Repos through GFIs.

[Tao Fruit – Creative Agency focused on Web Design](#)
[GAPP – Web & Application Design Agency](#)
[Northern Ark – Business Incubator](#)
[Tao Learning – Non-Profit in Education](#)
[Tao Precision – Construction & Architecture](#)
[INSTAR Lab – Research Institute & Artificial Intelligence](#)

3. Bonus GitHub Courses:

➢ [Prepare to use GitHub](#)

➢ [Introduction to HTML](#)

➢ [Become an Open Source Enterprise](#)

4. Continued Learning
    a. Find Pathways at [Ignite Curiosity](#)
    b. Learn [Microsoft Skills for In-Demand Jobs](#)

Regularity

The concept of regularity covers a wide spectrum of habits that shape a person into a responsible adult. These include, yet are not limited to, the characteristics of being punctual, responsible, mature, stable, structured, and regular in your actions.

In the workplace, these skills are often overlooked for hard-skills, or intellect. To really succeed in business, you must focus on showing your coworkers, clients, and the software that you interact with that you will be available and consistent on a regular basis.

Disruptions in schedules & timings really cause issues in the business sector. The decisions you make such as staying up late, not eating appropriately, or failing to utilize schedules and clocks cause your performance to destabilize.

A mature worker thinks 5 steps ahead on their actions so they can see how each action will affect their future, their clients' future, and their overall organizations success.

Punctuality

Punctuality is *the key to success in life*. A punctual and disciplined student always gets respect and social acceptance in the school and society. They are admired by the parents and teachers. In school time, punctuality ensures that you will arrive to class on time and so will not miss any part of the lesson.

Why is it important to be honest and punctual always?

When a person becomes punctual, everything else falls into place. You get discipline in life and also earn the respect of others. Being honest, loyal and true in the life provides mental peace to the person. An *honest person becomes always happy and peaceful because he/she does not have to live with the guilt.*

Why is it important to be punctual?

Punctuality *demonstrates your willingness to get up early, plan and make every effort to complete your work on time.* Punctuality is a sign of professionalism and helps you stand out as a reliable and trustworthy employee. … Being punctual helps you establish your reputation as a dependable and consistent worker.

Why is it important to respect time?

Being on time helps *you be cool, calm, and collected,* and you make a great impression by showing the other person you respect their valuable time. By arriving early, you allow yourself a few extra minutes to think through your argument, and you appear more confident, poised, and in control.

How do we respect time?

Time Management Tip: How to Respect Your Time

Honestly evaluate your schedule.
Put yourself first.
Be choosy when scheduling appointments, meetings and events and accepting invites.
Streamline time spent with others.
Don't over-commit or over-promise.
Avoid the "should" syndrome.

What punctuality says about you?

Punctual people are *generally organized and systematic*; their days are planned from the minute of waking up to going to sleep. While being punctual normally implies certain personality traits such as reliability, conscientiousness, and discipline this is not to say that people who are always late are not these things.

How does punctuality lead to success?

A punctual person knows well to manage and respect his/her time. Our intention is to inculcate this value in our communities of operation. A person, who is punctual, lives a much-disciplined life and gets lots of respect in the family and society. Punctuality *leads a person towards success located at any highest point*.

How important is punctuality in one's life?

Punctuality is *important because it makes us disciplined*. It also gives us the chance to become successful in life. It teaches us the essence of time and makes us aware of its value. Punctuality can make us very successful and achieve our goals faster than ever.

Is being punctual a strength?

Reliability means many different things, but punctuality is one of the most important components of being reliable. To make punctuality your strength: *Always be on time*. Know what time you are expected to be at work and ensure that you arrive a few minutes before you are scheduled to start.

If you want to succeed, then you will have to be punctual.
Punctuality is the first step towards success.

Focus

Another main pillar of our success is Focus. In working with us, you will provide responsibility for maintaining a high level of focus in your environment and being a role model that learns to *train the monkey mind*.

If we were all mindful of the impact our actions have, what's happening around us and why we think and do the things we do, then the world could be a better place. But it has to be linked to a set of values that guide the choices you make and the skills and behaviors that make them happen.

Mindfulness or Focus is "meta-mindset" that enables people to be fully present, pay attention, and consciously digest what is happening internally and in the outside world. We know that creating this stillness is beneficial for your health, but there is much more to mindfulness than that. Mindful space brings the ability to focus your thinking and manage your emotions, which can enhance your decision-making, work, relationships, and ability to deal with conflict – in other words, your leadership.

We use a variety of tools within our Focus Systems to streamline work and encourage collaboration.

Focus Pass

A membership program which gives access to our digital ecosystem and tracks unique activities across our network of partners and programs.
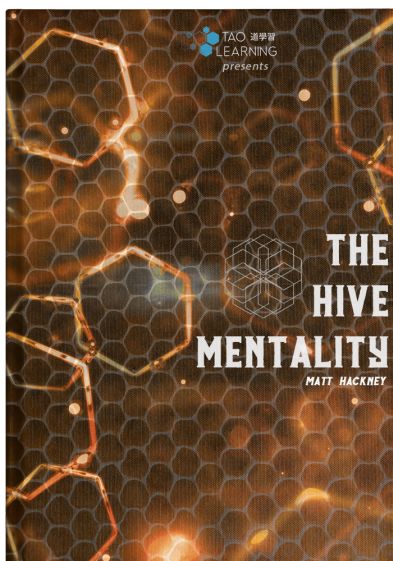
Focus Hive

An online swarm intelligence center where people meet internationally to collaborate on projects, ideas, and to coordinate with our ORBITAL System. Others in this program are also learning to tame their monkey mind and are interested in focusing. Think of it as a digital library where you are expected to not bring sensual pollutions.

The Focus Hive is a great place to find a calm, quiet, and serene workplace with like-minded people

Focus Chef

Our knowledge area where we hold together ideas in structured form, called Recipes. Each member is trained to be a master Chef who respects organization, ordered lists, and finds the patterns in our procedures to add to our cookbooks.

Learn Hive Mentality

Use our unique strategy to make best use of digital tools which blend the best aspects of organization, flexibility, and productivity. Find your Focus with members all over the world.
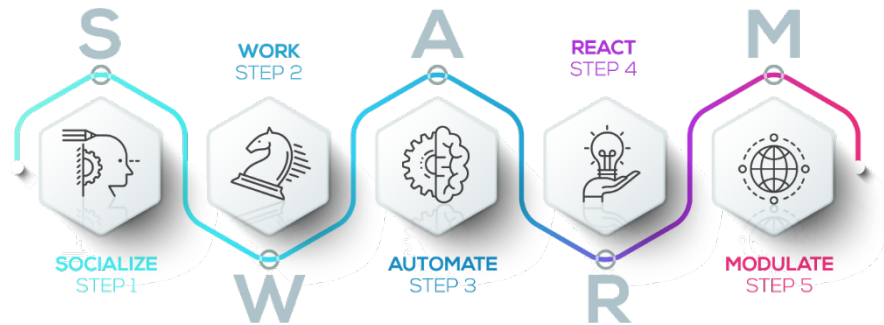
Build Your Own Hive

Find harmony within the chaos as you create structure around yourself and your organization. Our procedures, policies, & tools create a compelling atmosphere that structures all your work and is easily accessible by your staff.

Best-Practice DevOps & ERP Platform

Our Hives are central focus for teams that need an adaptable environment with multiple branches, multiple departments, yet can still scale to enterprise needs.

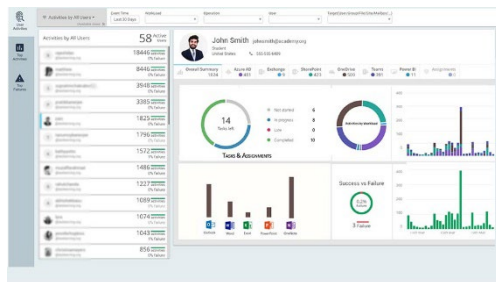## Learn How to Build Powerful Teams & Track Productivity

Our SWARM Intelligence System™ increases collaboration, allowing you to cultivate amazing culture. This system standardizes communications, implements innovative artificial intelligence, and utilizes business intelligence to take your team into the future.

Focus App

We Create Detailed Staff Usage Analytics

Our Focus App uses Rich reporting for SharePoint, Dynamics 365, PowerApps, Azure, MS Teams, Office 365 Apps, Logins, Emails, and Chats. Provides insights, reports, and auditing capabilities specifically for your Focus Shift. Your work with us will provide full transparency of your software adoption, literacy, and usage.

Scheduled reports are automatically emailed to managers and communication directors. We keep an accurate count of resource usage and efficiency as you grow with us. We share this with stakeholders, board members, and to give structured performance metrics on an individual basis throughout your work with us.
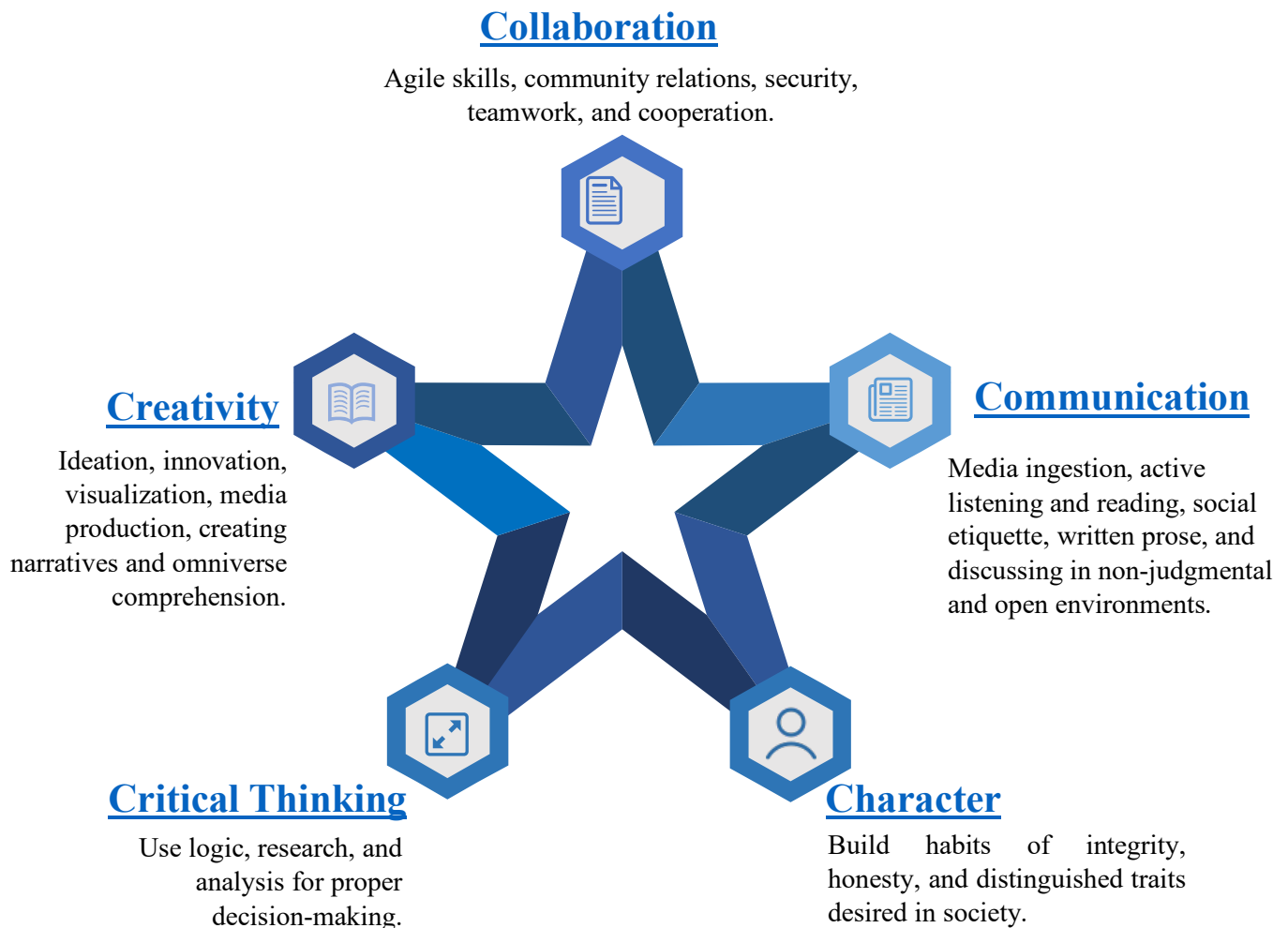
Focus Shifts

When working with us, you will use a clock-in system inside the Focus App known as Focus Shifts. These Shifts will be used to track what you are shifting in the company. Are you aligning STARs? Are you building documentation? What ORBITAL (Explained in Productivity Section) are you giving attention to & what shift do you expect to happen?

Throughout your work, you will be responsible for ensuring you make tangible shifts during your Focus Shift. We should be able to see impacts and expected outcomes due to your ability to focus clearly and consistently.

Each Shift is a 4-hour work segment. You will break up each shift with a 1-hour break and you can take up to 3 shifts in 1 day. Most staff have a 9-hour day which consists of a morning Focus Shift, lunch, then afternoon Focus Shift for a 8-5 time with us.

reveltek

5 Cs of 21st Century Learning

Our pedagogical approach focuses on pillars of learning innovative areas important for future generations joining the workforce. This approach shifts focus away from traditional education and into areas which promote self-learning, social interaction, and technical abilities using business intelligence needed in an ever-changing society.

Collaboration

Agile skills, community relations, security, teamwork, and cooperation.

Creativity

Ideation, innovation, visualization, media production, creating narratives and omniverse comprehension.

Communication

Media ingestion, active listening and reading, social etiquette, written prose, and discussing in non-judgmental and open environments.

Critical Thinking

Use logic, research, and analysis for proper decision-making.

Character

Build habits of integrity, honesty, and distinguished traits desired in society.

Ethics & Security

The terms "ethics" and "compliance" get tossed out a lot these days, often used interchangeably when talking about businesses doing the right thing. While they certainly both strive to achieve similar goals, they are not quite the same thing. If you want to enhance your corporate culture, it helps to understand the connection between the two, as well as the subtle nuances that set them apart.

Difference Between Ethics and Compliance

It's important to draw some distinctions between the terms "ethics" and "compliance." Certainly, they are related, but they are not the same thing. Take a look at these ethics and compliance definitions to gain some clarity.

Ethics is "the decisions, choices, and actions (behaviors) we make that reflect and enact our values," says the Ethics and Compliance Initiative.

But ECI also points out that ethics encompasses other nuances, such as this definition from Stephen D. Potts, author *The Ethics of Non-profit Management*: "A set of standards of conduct that guide decisions and actions based on duties derived from core values."

Compliance is "conforming or adapting one's actions to another's wishes, to a rule or to necessity," says ECI. So, while you might be meeting compliance standards, your motivation to do so might be to stay within the law rather than because you think it's morally the correct action to take.

To bring this to a simplistic level, think of how a child acts when no one is looking. Does he refrain from stealing a candy bar because he might get caught by the store manager or yelled at by his parents (compliance with rules and expectations)? Or does he simply not steal because, in his heart, he knows it is wrong to take something that is not his (guided by an inner moral compass)?

Ethics, then, takes a proactive approach, as it guides you to moral thinking and behavior based on the internal motivation of your own character, values, and principles. On the other hand, compliance takes a more reactive approach, as it forces you to make a mindful decision to follow a rule or law that someone else created. As Ethisphere notes, "compliance is letter of the law and ethics is spirit of the law."

In light of their intertwined meaning, take a look at how ethics and compliance play a pivotal role in creating a positive corporate culture.

Importance of Ethics in Corporate Culture

Assuming you are more interested in creating a good culture as opposed to avoiding a negative culture (bad ethics = bad culture), what are the benefits of ethics influencing corporate culture?

- **Boosts morale**. Employees want to work for a boss they can trust. Ditto for working alongside fellow employees who are both honest and honorable. Employees want to feel safe, secure, encouraged, valued, and respected. We *all* want that. Fostering an ethical compliance culture enhances all of these elements of a positive, thriving corporate environment and thus improves employee morale.

- **Misconduct declines**. When you establish a code of conduct that outlines expectations of fair treatment and ethical behavior, you provide employees with the standards they can use to conduct themselves in a professional manner. This written code often goes beyond what the law requires, and it provides a solid foundation for building a culture of respect, trust, transparency, and accountability.

- **Increases productivity**. Research shows that "upholding ethical practices in the offices enhances better performance of the office manager," especially when the code of conduct aligns with employees' personal values.

- **Improves compliance**. While an action or behavior might be legal, it is not always ethical. A focus on business ethics is at the underpinning of legal compliance. You need both to build and sustain a culture of ethical compliance, as they go hand in hand. The more you communicate your values and principles, provide training to reflect them, and hold every employee accountable, the more you decrease your risks and increase your compliance.

Our Ethics & Security Culture

As leading consultants in the IT Industry, we take Ethics and Security very seriously in our organization. We achieve our mission by building trust with people and organizations around the globe. Our goals are only possible when people trust RevelTek and trust our decisions.

Our business is trusted by customers and partners worldwide, including strong relationships with companies such as Microsoft, Google, Amazon, and more.
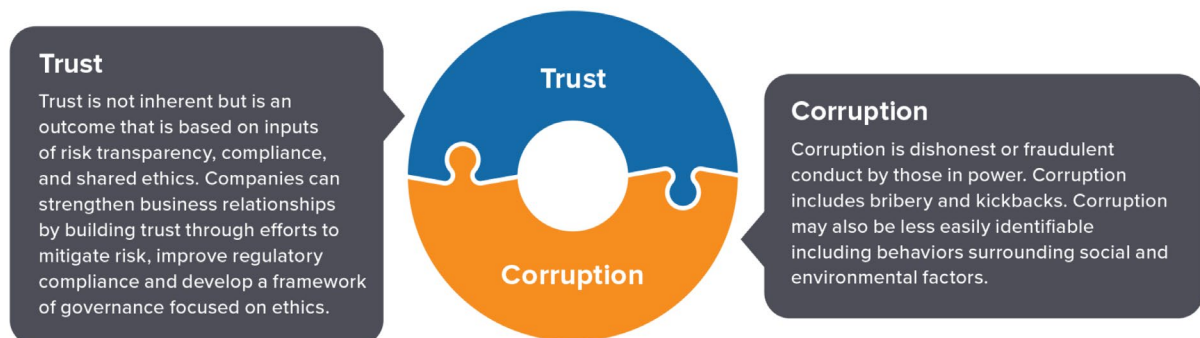
Take Training with Legal Compliance & Ethics at Microsoft

In this era of trust-driven purchase and partnership decisions, any association with corruption is detrimental to businesses. But how is trust established, and what are the benefits to a company? There are internal and external costs of corruption to a business and you must become literate in how these costs can be avoided through establishing trust practices.

Trust is an asset that companies can establish through best practices. Trust can take a lifetime to build yet can be destroyed in an instant. The world's perception of trustworthiness colors everything that people and enterprises say or do. In enterprise, trusted relationships inspire confidence, efficiencies, and cost savings. IDC finds, based on the results of a May 2021 global survey, that 82% of companies believe that organizational trust (internal and external) is necessary for success. Trust elevates business success.

Consumers and suppliers alike want to feel good about their business relationships. Trusted relationships can often validate the feeling that what one is doing is good and just. Enterprises should be aware that every business decision made has an impact on trust. Honest, ethical, and trusted behavior elevates the quality of business relationships. If the quality of a business relationship is elevated through trust, it is just as easily eroded by corruption (see Figure 1). Corruption of any form drains an organization's trust.

Benefits of Trust Versus Costs of Corruption

Trust

Trust is not inherent but is an outcome that is based on inputs of risk transparency, compliance, and shared ethics. Companies can strengthen business relationships by building trust through efforts to mitigate risk, improve regulatory compliance and develop a framework of governance focused on ethics.

Trust

Corruption

Corruption

Corruption is dishonest or fraudulent conduct by those in power. Corruption includes bribery and kickbacks. Corruption may also be less easily identifiable including behaviors surrounding social and environmental factors.

Read the Entire White Paper from Microsoft here.

Cyber Security Training

[Cyber Security Awareness Program (gat.com)](gat.com)

The goal of this program is to give you useful information that can help you be a safer user at work and at home and to highlight some of the more critical issues facing all levels of computer users today. Threats come from "outside", "inside" and "users". By becoming a knowledgeable user you can reduce the attack surface, or the overall exposure, the reachable and exploitable vulnerabilities that we all have. **Knowledge is the best defense**!

[Cybersecurity Training & Exercises | CISA](#)

Federal Virtual Training Environment Public Cyber Security Training On Demand:

The Federal Virtual Training Environment (FedVTE) is now offering courses that are free and available to the public. With courses ranging from beginner to advanced levels, you can strengthen or build your cybersecurity skillsets at your own pace and schedule!

- **Certification Prep**
  [Certification prep courses](#) are available to the public on topics such as 101 Coding, Cyber Supply Chain Risk Management, Cyber Essentials, and Foundations of Cybersecurity for Managers.

- **NICE Framework**
  The National Initiative for Cybersecurity Education (NICE) Framework provides a blueprint to categorize, organize, and describe cybersecurity work into specialty areas and tasks, including knowledge, skills, and abilities (KSAs). FedVTE divides the available courses into these elements and tags them by specialty area to help you identify courses that you need for your particular job or aspiration.

Incident Response Training:

CISA's no-cost [Incident Response Training](#) curriculum provides a range of training offerings for beginner and intermediate cyber professionals encompassing basic cybersecurity awareness and best practices for organizations and hands-on cyber range training courses for incident response.

Productivity
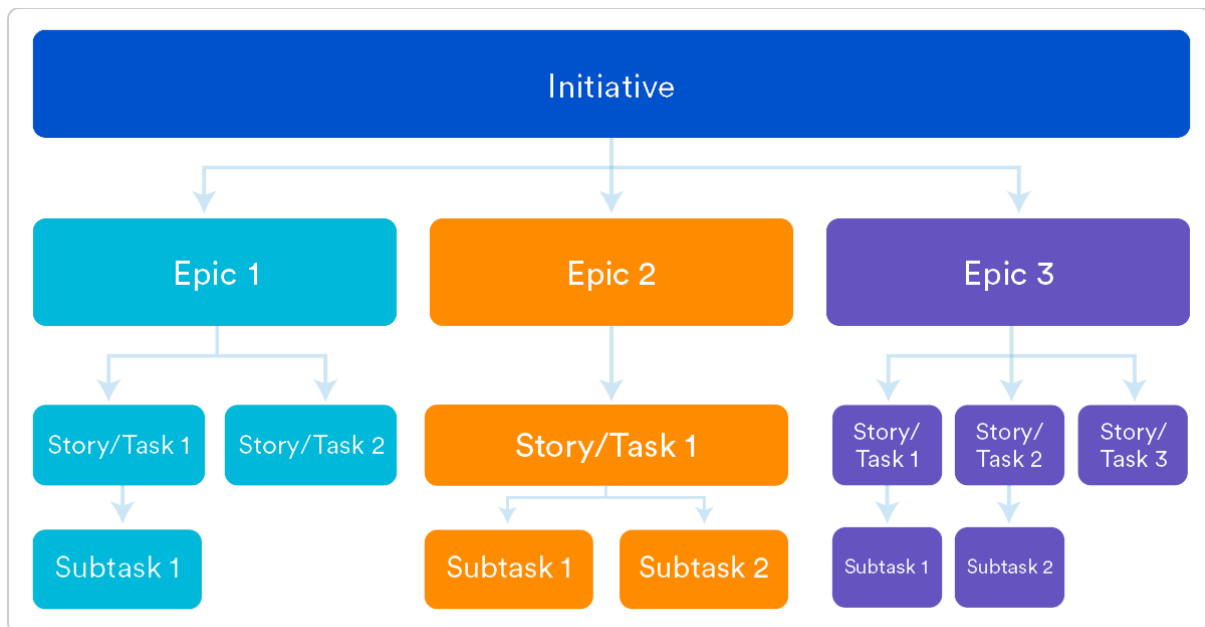
Agile Project Management

We use a variety of tools such as the entire Atlassian Suite for Project Management so you may gain focus in projects and organize teams for long-term success. You may get started on this training at Atlassian University to quickly gain literacy in the fundamentals of technical project management.

We are partnered with the Tao Learning Institute to provide demo accounts with premium access to Atlassian Learning Material. If you already have a Focus Pass, then go to https://tli.atassian.net to sign up.

Agile project management is an iterative approach to managing software development projects that focuses on continuous releases and incorporating customer feedback with every iteration.

Software teams that embrace agile project management methodologies increase their development speed, expand collaboration, and foster the ability to better respond to market trends.

We teach everything you need to know to get started or refine your agile project management practices.

ORBITAL Mission Control

ORBITALs cover Objectives, Resources, Budgets, Indicators, Transports, Activities, and Logistics to cover the full scope of everything needed for proper project management and high-end productivity.

To handle these well, we treat all projects as if they are ORBITALs and we seek sustainable paths for them to navigate to their final destination or their sustainable orbits.

We use an atomic model to visualize and communicate this ecosystem with the ability to drill down into projects and look at them at the atomic model or zoom out and visualize where they sit inside the entire universe.

As a project starts, we respect the Laws of Physics and adhere to principles such as gravitational pull, paths of trajectories, laws of action/reaction, molecular structure, and respecting that no two atoms may be in the same space at the same time.

In doing so, we can analyze projects clearly and see in constellations how ideas, services, products, and entire organizations fit in within one another.

For an ORBITAL to become sustainable, it must grow to the point that it is a shooting STAR. We track these stars and our staff work within a SMART Star project management system to track the STAR's path and to manipulate it during the navigation process.

Each staff member must report their progress on steering their particular STAR along it's navigation path on a daily basis.

On the next page, we break down some aspects of our SMART STAR™ Tracking System.

SMART STARs

S.T.A.R. Track

S — Space
Define the who, what, where, when of your project. Define to others the dimensions your projects sits within for context.

T — Track
Speak of the trajectory's path. Discuss the past, present, and future space that the project sits within.

A — Assist
How will you make an impact right now for the trajectory? What action will you take to make a difference right now?

R — Reach
After you make an impact, what result do you expect? How far will it shift the energy of the project?

SMART STARs are:

- **S**pecific: Well defined, clear, and unambiguous

- **M**easurable: With specific criteria that measure your progress toward the accomplishment of the goal

- **A**chievable: Attainable and not impossible to achieve

- **R**ealistic: Within reach, realistic, and relevant to the overall goal

- **T**imely: With a clearly defined timeline, including a starting date and a target date. The purpose is to create urgency.

The concluding SMART Star is similar to the initial SMART Star that you write at the beginning of your shift. Every concern that was addressed in the initial Star must be resolved during the duration of your shift and reported in the concluding Star. It should also state your progress and how your contribution has affected the project. SMART Star should have a comprehensive assessment, reflecting your work.

SMART STAR is an integral part of the Future of Task Management. It is a way for you to discuss your task and project through your achievements, accomplishments, and hard work. It's about taking ownership of your job and showing others that you're proud of what you do. We are of the opinion that if you take communicate clearly in the work that you have planned or are doing, then the project will have more success. This is a part of "Requirement Engineering" and is a continuous step in our daily tasks towards finishing a goal. When done frequently, it encourages other people to get excited about the project as well.