

# ALX Foundations: Week #8 Milestone Worksheet

## SECTION A: Your Professional Brand

### Your Elevator Pitch

Please review the content and activities laid out in the module titled “Career Skills - Personal Branding”. From those activities, write out your finalized (after peer feedback) elevator pitch in the space below:

#### Your Elevator Pitch

Hello, I'm Emili Celestine Eze. I hold a B.Sc. in Accounting from Bells University of Technology and a Master's degree in Accounting from the University of Lagos. During my career, I have built accounting solutions that streamline bookkeeping processes and ensure adherence to global standards, which has greatly improved operational efficiency.

With experience as a Junior Account Officer at Zemkolo Nigeria Limited and as an Economics and Commerce teacher, I have developed a strong foundation in financial analysis and educational delivery. I'm particularly skilled in budget control, financial statement analysis, and leveraging data analytics tools like Python and Excel.

I have a deep interest in leveraging technology to enhance financial controls and drive better decision-making in organizations. I believe that my background in accounting, coupled with my technical expertise, positions me well to add significant value to any finance team.

I'm looking for opportunities where I can utilize my skills to create impactful financial solutions. If you're seeking a dedicated professional who can contribute innovative ideas to improve your financial operations, I would love to connect and discuss how I can help your organization thrive.

### Step 2: Your Professional Bio

Please review the content and activities laid out in the module titled “Career Skills - Personal Branding”. From those activities, write out your finalized (after peer feedback) professional bio in the space below:

### Step 2: Your Professional Bio

Emili Celestine Eze is a dedicated accounting professional with a passion for developing innovative financial control solutions. Currently serving as a Junior Account Officer at Zemkolo Nigeria Limited, Emili leverages her strong educational background—holding a B.Sc. in Accounting from Bells University of Technology and an M.Sc. in Accounting from the University of Lagos—to implement best practices that align with both regional and global standards.

With aspirations to advance in the field of financial management, Emili is committed to enhancing operational efficiency through technology and strategic financial planning. Her goal is to create systems that not only improve bookkeeping processes but also contribute to informed decision-making within organizations.

Among her notable achievements, Emili has successfully built accounting products that significantly streamlined bookkeeping procedures at Zemkolo Nigeria Limited, and she played a key role in instituting global standards for financial account management. Additionally, her publication on liquidity management in the Journal of Asian Business Strategy highlights her expertise in financial performance analysis.

Emili is enthusiastic about the future of finance and looks forward to opportunities where she can further apply her skills and make a lasting impact in the industry.

## SECTION B: Your LinkedIn Profile

### Your LinkedIn Link

Please review the content and activities laid out in the module titled “LinkedIn Profile”. From those activities, you will be setting up and completing your LinkedIn profile to include at least the following:

- Upload your photo
- Customize your public profile URL
- Setup Your LinkedIn "About" Section
- Enhance your profile with additional sections

- Elaborate on your work history in your "Experience" section
- Details of your Education and projects
- Customize your "Skills and Endorsements"
- Recommendations (Optional)

Once your LinkedIn profile is ready, get the profile link, and paste it in the space provided below. Also, please make sure that you've shared your profile link through [this survey](#) as well!

Your LinkedIn Profile Link
<a href="https://www.linkedin.com/in/celestine-emili-79b31a196">www.linkedin.com/in/celestine-emili-79b31a196</a>

## SECTION C: Your Resume

### Your Resume Link

Please review the content and activities laid out in the module titled "Your Resume". From those activities, you will be creating and updating your resume. Your resume must be on one of the templates shared and follow the formatting rules shared in the module. In addition, the resume must include the following:

- Your name and contact details
- A summary
- Work experience
- Education background
- [Optional] Your volunteering experience

Once your resume is ready, save it as a PDF, and upload it to your drive. Get the uploaded PDF document's shareable link. Make sure the share settings are set to "anyone with the link" can "view". Paste the link in the space provided below.

Your Resume Link
<a href="https://drive.google.com/file/d/1zvO-I9pB2ggKmrflO38E5a-oqr1tv2w/view?usp=sharing">https://drive.google.com/file/d/1zvO-I9pB2ggKmrflO38E5a-oqr1tv2w/view?usp=sharing</a>



Before moving forward, we have another request. Please **update your LinkedIn Profile and Resume, from Sections B and C, on The Portal** to complete your professional profile there as well. It will

increase your chances of standing out to our partners when they go through the network looking for the right talent.

## SECTION D: Daily 3 Reflection

### Step 1: Tally

Please reflect on your past month of Daily 3 practice. For each of the 3 practices, please share an honest reflection on how much you have practiced each of the Daily 3 (provide your best estimate if you haven't been tracking). You may indicate the total times or average # of times per week.

#### Step 1: Tally

- A. 20 minutes of daily movement. Amount of practice in the past month: 12 times (approximately 3 times a week)
- B. 5 minutes of daily meditation. Amount of practice in the past month: 10 times (approximately 2-3 times a week)
- C. 3 pages of daily morning pages. Amount of practice in the past month: 8 times (approximately 2 times a week)

### Step 2: Self-Rating

For each practice, rate how satisfied you are personally with how much you have been practicing each of the Daily 3. 1= not at all satisfied, 4= extremely satisfied.

#### Step 2: Self-Rating

- A. Daily movement. Your Rating: 3
- B. Daily meditation. Your Rating: 3
- C. Daily morning pages. Your Rating: 3

### Step 3: Blocks Analysis

For each practice, indicate what you think the biggest block or obstacle is to achieving a 4 (if you are not at a 4). If you are at a 4, then simply indicate “4” again.

### Step 3: Blocks Analysis

- A. Biggest block to a daily practice of movement: Lack of time and motivation after a long day.**
- B. Biggest block to a daily practice of meditation: Difficulty finding a quiet space and time to focus.**
- C. Biggest block to a daily practice of morning pages: Often feeling too busy or tired to write.**

### Step 4: Overcoming Blocks

For each practice, brainstorm a few ideas, and then name one specific thing you could realistically do to lessen the block (if you are not at a 4). If you are at a 4, then simply indicate “4” again.

### Step 4: Overcoming Blocks

- A. One way to lessen the block to a daily practice of movement: Schedule movement sessions at a specific time in the morning when I have more energy.**
- B. One way to lessen the block to a daily practice of meditation: Use a guided meditation app to help create a calming environment.**
- C. One way to lessen the block to a daily practice of morning pages: Set a timer for just 5 minutes to write, making it feel less daunting.**

## Step 5: Adapting Practices

For each practice, brainstorm a few ideas, and then name one specific way that you might try to adapt the practice to be more personalized to you. For example, you might prefer singing instead of movement. Or you might prefer a very slow meditative walk in nature instead of seated meditation. Or you might prefer bullet journaling to morning pages. You may also prefer to change the default minimum daily time/amount to less or more than we recommend. It's your practice– so make it your own! (If you are at a 4, you can still come up with something else you might try to keep your practices fresh.)

### Step 5: How Might You Adapt Each Practice to Better Suit YOU?

- A. I can personalize my movement practice by: Incorporating more enjoyable activities like dancing or hiking instead of structured workouts.
- B. I can personalize my meditation practice by: Trying a walking meditation in nature instead of seated meditation.
- C. I can personalize my morning pages practice by: Using bullet journaling to make it more visually engaging and less of a chore.

## Step 6: Commitments

For each practice, what do you personally commit to achieving moving forward? You may decide that you wish to officially quit one, two, or all practices. You may decide that you will adapt them to your liking, or not. You may decide on a minimum number of times per week you wish to practice them, or a total number of times. **This is for you, and it is completely up to you. There is no right answer.**

For each of the 3 Practices, please list what you commit to. Be very specific. What exactly will you do? When will you do it? How often will you do it? How many total times will you do it (if applicable)?

For example, for Movement, you might say:

*I commit to completing four 60-minute workouts each week moving forward, for a total of 16 workouts every month. Each workout will involve 20 minutes of cardio, 20 minutes of weight training, and 20 minutes of yoga.*

For Meditation, you might say:

*I commit to putting on calming music and laying down for at least 10 minutes. I commit to doing this before 6pm in the evening, and I commit to doing it at least every other day. This means I will do this at least 14 times each month.*

For Morning Pages, you might say:

*I commit to keeping a journal on my desk and writing at least 2 pages whenever I am feeling frustrated or when I feel creatively blocked.*

*You may also decide that you are not making any commitments, but please still state this.*

#### Step 6: Commitments

- A. My commitment to Movement for Month 3 is: I commit to completing three 30-minute dance sessions each week, totaling 12 sessions for the month.**
  
- B. My commitment to Meditation for Month 3 is: I commit to using a guided meditation app for 10 minutes every weekday morning.**
  
- C. My commitment to Morning Pages for Month 3 is: I commit to writing at least 2 pages every Sunday when I have more time to reflect.**

#### Step 7: Tracking

You will be checking in again at the end of this month to see how well you have done in meeting your commitment. How will you track your progress? You may keep a Google Sheet, or use a free habit-tracking app like [Streaks](#) or [Everyday](#).

#### Step 7: Tracking

**Be specific. How will you track your progress? I will use a habit-tracking app like Habitica to log my daily practices and check in each week.**

### Step 8: Support Plan

How will you help yourself stick to your commitment? It may be an accountability buddy, being willing to make your goals a little easier (which is WAY better than just quitting!), or something else. You may also choose to reward yourself when you reach certain milestones.

#### Step 8: Support Plan

**Be specific. How will you help yourself stick to your commitment? I will share my goals with a friend for accountability, and reward myself with a small treat (like a favorite snack or a relaxing bath) for every week I meet my commitments.**

## SECTION E: Skills Map

### Step 1: Update Skills Map

Please revisit the Skills Map you last updated in Week 5. (If you need a new copy, go [HERE](#).) Create a new tab and update your ratings as of this week.

Below, please provide a link to your skills map. Make sure it is only “viewable,” not editable.

#### Step 15: Skills Map URL

[https://docs.google.com/spreadsheets/d/19tZwkB\\_5k40sbJMmTy3dHLOSW0gem3AbN0DgnwGfpCM/edit?usp=sharing](https://docs.google.com/spreadsheets/d/19tZwkB_5k40sbJMmTy3dHLOSW0gem3AbN0DgnwGfpCM/edit?usp=sharing)

### Steps 2: Reflect on Skills Map

Please answer the following questions as you reflect on the process of updating your skills map. This is for you, so please be honest.



### Step 16: Skills Map Reflection

- A. On a scale of 1 to 4, how much effort have you put into your ALX studies over the past 2 months? (1= very little effort, 4= huge amount of effort):** 4 (huge amount of effort), I've actively engaged in all activities, completed assignments, and sought feedback to enhance my understanding.
- B. On a scale of 1 to 4, how satisfied are you with how much you have learned in the past 2 months? (1= not at all satisfied, 4= extremely satisfied):** 4 (extremely satisfied), The learning experiences have been enriching, and I feel I have gained valuable insights and skills across various areas.
- C. How much do you agree with the following statement: "The knowledge and skills I have learned in the past 2 months will serve me in the workplace." (1= completely disagree, 4= completely agree.):** 4 (completely agree), The skills I've developed, particularly in communication, project management, and critical thinking, are directly applicable to real-world scenarios and will be beneficial in my career.