

## Printable Action Plan

Follow this step-by-step action plan to track your reskilling progress:

1. Week 1: Identify your current skills and areas for growth. Take a skills inventory.
2. Week 2: Choose a new skill to learn. Set a goal (e.g., "Learn the basics of Excel").
3. Week 3: Begin a beginner course. Complete at least 2 lessons each day.
4. Week 4: Apply what you've learned in a small project or task related to your goal.
5. Week 5: Expand your learning by tackling more advanced lessons. Seek out additional resources such as blogs, forums, or videos.
6. Week 6: Start networking within the community. Attend webinars, join LinkedIn groups, or reach out to others in your field for advice.
7. Week 7: Create a portfolio or resume showcasing your newly acquired skills. Start applying for opportunities or offering your services as a freelancer.

8. Week 8: Review your progress, set new learning goals, and consider exploring another skill or specialty area.

Note: Use this action plan to stay on track. Adjust the timeline based on your pace and schedule. The key is consistency and taking incremental steps toward your goal.