# **Helena Li - Job Hunting and Self-Improvement** 98-Day Action Plan (25/10/2021 to 30/01/2022)

Created on 8/10/2021  
Last updated on 8/10/2021

## **Cultivate Habits of Continuous Self-Improvement**

Continually study and practise ways to improve efficiency and achieve more in every area in my life

* THINK before DO! THINK deeper and more thoroughly
* Routinely apply SWOT, PDCA, SMART, 6W2H, WBS, Time Management and 80/20 Rule
* Read, blog, reflect – for at least 30mins DAILY
* Self-evaluate regularly (at least fortnightly) – excise the PDCA method

Seven Habits of Highly Effective People | Summary

* <https://blog.hubspot.com/sales/habits-of-highly-effective-people-summary>
* <https://au.oberlo.com/blog/7-habits-of-highly-effective-people-by-stephen-covey-summary>

## **Enhance and Expand Core Data Analytics Skills**

6W2H: Plan for planning

**Study Hours**

**Monday – Friday 7.5 hrs – 8.5 hrs**

* 9am - 10am, 1hr
* 10.20am – 11.20am, 1hr
* 11.40am – 12.40am, 1hr
* 2pm – 3pm, 1hr
* 3.20pm – 4.20pm, 1hr
* 4.40pm – 5.40 pm, 1hr
* 7pm – 8pm, 1hr
* 8.20pm-9.20pm, 1hr

**Saturday - Sunday: 4 hrs – 5 hrs**

* 10am - 11am 1hr
* 11.20am - 12.20am 1hr
* 2pm - 3pm, 1hr
* 3.20pm – 4.20pm, 1hr
* 4.40pm – 5.40pm, 1hr
* 7pm – 8pm, 1hr
* 8.20pm – 9.20pm, 1hr

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| **Week 1** | 25/10/2021 | 31/10/2021 |
| **Week 2** | 1/11/2021 | 7/11/2021 |
| **Week 3** | 8/11/2021 | 14/11/2021 |
| **Week 4** | 15/11/2021 | 21/11/2021 |
| **Week 5** | 22/11/2021 | 28/11/2021 |
| **Week 6** | 29/11/2021 | 5/12/2021 |
| **Week 7** | 6/12/2021 | 12/12/2021 |
| **Week 8** | 13/12/2021 | 19/12/2021 |
| **Week 9** | 20/12/2021 | 26/12/2021 |
| **Week 10** | 27/12/2021 | 2/01/2022 |
| **Week 11** | 3/01/2022 | 9/01/2022 |
| **Week 12** | 10/01/2022 | 16/01/2022 |
| **Week 13** | 17/01/2022 | 23/01/2022 |
| **Week 14** | 24/01/2022 | 30/01/2022 |

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| **Week 15** | 31/01/2022 | 6/02/2022 |
| **Week 16** | 7/02/2022 | 13/02/2022 |
| **Week 17** | 14/02/2022 | 20/02/2022 |
| **Week 18** | 21/02/2022 | 27/02/2022 |
| **Week 19** | 28/02/2022 | 6/03/2022 |
| **Week 20** | 7/03/2022 | 13/03/2022 |
| **Week 21** | 14/03/2022 | 20/03/2022 |
| **Week 22** | 21/03/2022 | 27/03/2022 |
| **Week 23** | 28/03/2022 | 3/04/2022 |
| **Week 24** | 4/04/2022 | 10/04/2022 |
| **Week 25** | 11/04/2022 | 17/04/2022 |
| **Week 26** | 18/04/2022 | 24/04/2022 |
| **Week 27** | 25/04/2022 | 1/05/2022 |
| **Week 28** | 2/05/2022 | 8/05/2022 |

**Data Analyst Core Skills - in the order of priority**

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| **Core Skills** | **Time** | **Time** |
| SQL (+Database) |  |  |
| Python |  |  |
| Power BI + Excel, Tableau |  |  |
| Machine Learning |  |  |
| Database Fundamentals |  |  |
| Data Modelling |  |  |
| DAX (in Power BI) |  |  |

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| Week 1 | [Microsoft Certified: Data Analyst Associate - Learn | Microsoft Docs](https://apac01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.microsoft.com%2Fen-us%2Flearn%2Fcertifications%2Fdata-analyst-associate%2F&data=04%7C01%7C%7Cb539b8fa55304271074f08d95e01846f%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637644184083570502%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=hm%2BckLxRqVe5EjZ%2BIU1VApMxjQ86JZ5aSGqruBgTQCU%3D&reserved=0) | 10hrs |
|  | Udemy: Analyzing and Visualizing Data with Microsoft Power BI - Exam Guide. Get Microsoft Certification in 30 days. | 7.5hrs |
|  | [Get Started Querying with Transact-SQL](https://docs.microsoft.com/en-au/learn/paths/get-started-querying-with-transact-sql/?WT.mc_id=Azure_blog-wwl) | 10hrs |
|  | [SQL Course](https://www.youtube.com/watch?v=3g_fXJzWC1s&list=PLGycQroae2A0UKzv5cm64DUiOgD56ijmw) by Davidson | 5hrs |
|  | Udemy: Data Analyst's Toolbox: Excel to MySQL 8hrs | 8hrs |
|  | Tableau Training For Beginners Part - 1 | Tableau Tutorial Part - 1 | Tableau Training | Simplilearn | 2hrs |
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| Week 2 | [Microsoft Certified: Data Analyst Associate - Learn | Microsoft Docs](https://apac01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.microsoft.com%2Fen-us%2Flearn%2Fcertifications%2Fdata-analyst-associate%2F&data=04%7C01%7C%7Cb539b8fa55304271074f08d95e01846f%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637644184083570502%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=hm%2BckLxRqVe5EjZ%2BIU1VApMxjQ86JZ5aSGqruBgTQCU%3D&reserved=0) | 10hrs |
|  | The Complete Python Course | Learn Python by Doing | 35.5hrs |
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| Week 3 | [Microsoft Certified: Data Analyst Associate - Learn | Microsoft Docs](https://apac01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.microsoft.com%2Fen-us%2Flearn%2Fcertifications%2Fdata-analyst-associate%2F&data=04%7C01%7C%7Cb539b8fa55304271074f08d95e01846f%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637644184083570502%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=hm%2BckLxRqVe5EjZ%2BIU1VApMxjQ86JZ5aSGqruBgTQCU%3D&reserved=0) | 10hrs |
|  | Udemy: Analyzing and Visualizing Data with Microsoft Power BI - Exam Guide. Get Microsoft Certification in 30 days. | 7hrs |
|  | Analyzing and Visualizing Data with Power BI | 5hrs |
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| Week 4 | [Microsoft Certified: Data Analyst Associate - Learn | Microsoft Docs](https://apac01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.microsoft.com%2Fen-us%2Flearn%2Fcertifications%2Fdata-analyst-associate%2F&data=04%7C01%7C%7Cb539b8fa55304271074f08d95e01846f%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637644184083570502%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=hm%2BckLxRqVe5EjZ%2BIU1VApMxjQ86JZ5aSGqruBgTQCU%3D&reserved=0) | 10hrs |
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1. [Microsoft Certified: Data Analyst Associate - Learn | Microsoft Docs](https://apac01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.microsoft.com%2Fen-us%2Flearn%2Fcertifications%2Fdata-analyst-associate%2F&data=04%7C01%7C%7Cb539b8fa55304271074f08d95e01846f%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637644184083570502%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=hm%2BckLxRqVe5EjZ%2BIU1VApMxjQ86JZ5aSGqruBgTQCU%3D&reserved=0) 10hrs
2. [Get Started Querying with Transact-SQL](https://docs.microsoft.com/en-au/learn/paths/get-started-querying-with-transact-sql/?WT.mc_id=Azure_blog-wwl) 10hrs
3. [SQL Course](https://www.youtube.com/watch?v=3g_fXJzWC1s&list=PLGycQroae2A0UKzv5cm64DUiOgD56ijmw) by DavidsonX 5hrs <https://www.youtube.com/watch?v=3g_fXJzWC1s&list=PLGycQroae2A0UKzv5cm64DUiOgD56ijmw>
4. [https://www.w3schools.com/sql/](https://apac01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.w3schools.com%2Fsql%2F&data=04%7C01%7C%7Cb539b8fa55304271074f08d95e01846f%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637644184083580458%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=i6QVmknZhiyuM1irte5ABp%2BlsyetNkkSV0koeDomWpE%3D&reserved=0)
5. <https://www.w3schools.com/python/default.asp>
6. Udemy: Data Analyst's Toolbox: Excel to MySQL 8hrs

<https://www.udemy.com/course/data-analysts-toolbox-excel-to-mysql-am/learn/lecture/16146301?start=0#overview>

1. [Power BI on Microsoft Learn | Microsoft Docs](https://apac01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.microsoft.com%2Fen-us%2Flearn%2Fpowerplatform%2Fpower-bi%3FWT.mc_id%3Dpowerbi_landingpage-docs-link&data=04%7C01%7C%7Cb539b8fa55304271074f08d95e01846f%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637644184083580458%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=JW6TCSyQT9usP%2BjV14KG1lK5d8Iad8NWIw4PRnzwQbc%3D&reserved=0)
2. Tableau Training For Beginners Part - 1 | Tableau Tutorial Part - 1 | Tableau Training | Simplilearn 2hrs
3. How to Choose a Feature Selection Method For Machine Learning
4. My tips about the DA-100 Certification: Analyzing data with Power BI

<https://elias-nordlinder.medium.com/my-tips-about-the-da-100-certification-analyzing-data-with-power-bi-cb4b6b41bff5>

1. Agile-Analytics: Power BI User Group / Meetups

<https://agile-analytics.com.au/power-bi-meetup-sydney/>

1. Agile-Analytics: Public training courses

<https://agile-analytics.com.au/services/power-bi-training-sydney/>

**Udemy:** [a18202734961@163.com](mailto:a18202734961@163.com) 182027Li~

<https://www.udemy.com/home/my-courses/learning/>

1. Udemy: Analyzing and Visualizing Data with Microsoft Power BI - Exam Guide. Get Microsoft Certification in 30 days. 7.5hrs

<https://www.udemy.com/course/exam-da-100-a-complete-guide-on-acing-the-exam-with-powerbi/learn/lecture/19899638?start=0#overview>

1. Analyzing and Visualizing Data with Power BI 5hrs <https://courses.edx.org/dashboard>
2. Microsoft Power BI - The Complete Masterclass [2021 EDITION] 15.5 hrs

[https://www.udemy.com/course/microsoft-power-bi- course/learn/lecture/21744404?start=0#overview](https://www.udemy.com/course/microsoft-power-bi-%20course/learn/lecture/21744404?start=0#overview)

1. MS Excel Exam Guide: Analyzing and Visualizing Data. Gain Skills in Data Analysis with Excel. Pass the Microsoft 70-779 Exam. Grow Your Career with an Excel Certification. 4hrs

<https://www.udemy.com/course/analyzing-and-visualizing-data-with-excel/learn/lecture/18085229?start=0#overview>

Udemy: [18202734961@163.com](mailto:18202734961@163.com) 182027Li~

1. The Complete Python Course | Learn Python by Doing

<https://www.udemy.com/course/the-complete-python-course/learn/quiz/4902612#overview> 35.5 hrs

1. Shared materials: Power BI, SQL 5hrs

<https://onedrive.live.com/?authkey=%21AqiZ%2D9mt%5F5uMuFI&id=6CBE232E10DF9C52%213550&cid=6CBE232E10DF9C52>

## **Develop and Improve Job Seeking Skills**

6W2H: Plan for planning

Understand common technology and terms used in Data Analyst job ads

|  |  |  |
| --- | --- | --- |
| Resume |  |  |
| Cover Letter |  |  |
| LinkedIn |  |  |
| Phone Interview |  |  |
| Interview |  |  |

## **Become Fluent in English**

6W2H: Plan for planning

### Business Writing

### Workplace English

Example:

Level Up: Azure Security Engineer study plan

Study Hours

Monday: 2 hours

Tuesday: 1 hour

Thursday: 2 hours

Friday: 2 hours

Saturday: 4 hours

Sunday: 2 hours

Learning Pathways (based on Microsoft)

[Secure your cloud applications in Azure (5.5 hours),](https://docs.microsoft.com/en-gb/learn/paths/secure-your-cloud-apps/?ns-enrollment-type=Collection&ns-enrollment-id=1ngyb2npgm774z)Monday – Thursday (07/06 – 10/06)

[Implement resource management security in Azure (3.5 hours),](https://docs.microsoft.com/en-gb/learn/paths/implement-resource-mgmt-security/?ns-enrollment-type=Collection&ns-enrollment-id=1ngyb2npgm774z)Friday – Saturday (11/06- 12/06)

[Implement Network security (5.5 hours) ,](https://docs.microsoft.com/en-gb/learn/paths/implement-network-security/?ns-enrollment-type=Collection&ns-enrollment-id=1ngyb2npgm774z)Saturday – Sunday (12/06 – 13/06)

[Implement Virtual Machine host security in Azure (6 hours)](https://docs.microsoft.com/en-gb/learn/paths/implement-host-security/?ns-enrollment-type=Collection&ns-enrollment-id=1ngyb2npgm774z) , Monday – Friday (14/06 – 18/06)

[Manage identity and access in Azure Active Directory (5.5 hours),](https://docs.microsoft.com/en-gb/learn/paths/manage-identity-and-access/?ns-enrollment-type=Collection&ns-enrollment-id=1ngyb2npgm774z)Saturday – Sunday (19/06 – 20/06)

[Manage Security Operations in Azure (6 hours)](https://docs.microsoft.com/en-gb/learn/paths/manage-security-operations/?ns-enrollment-type=Collection&ns-enrollment-id=1ngyb2npgm774z) , Monday – Friday (21/06 – 25/06)

Live webinars to attend or review later

[Demystifying Zero Trust](https://mktoevents.com/Microsoft+Event/275009/157-GQE-382?ocid=AID2437507_QSG_380997&lcid=en-au) – Thursday 10/06 11am-12pm

[Securing Identities and Endpoints with Zero Trust](https://mktoevents.com/Microsoft+Event/274953/157-GQE-382?ocid=AID2437507_QSG_380997&lcid=en-au) – Wednesday 16/06 11am-12pm

[Securing Apps and Data with Zero Trust](https://event.on24.com/interface/registration/autoreg/index.html?eventid=3162673&sessionid=1&key=E27D443ADE271580272E40EE0BB713F0&email=leiming.yu1997@gmail.com) – Thursday 24/06 11am-12pm

[Securing Network and Infrastructure with Zero Trust](https://mktoevents.com/Microsoft+Event/276165/157-GQE-382?ocid=AID2437507_QSG_380997&lcid=en-au) – Thursday 01/07 11am – 11:45am

[Making Zero Trust real at Microsoft: Best practices and lessons learnt](https://mktoevents.com/Microsoft+Event/276172/157-GQE-382?ocid=AID2437507_QSG_380997&lcid=en-au) – Thursday 08/07 11am – 12pm

Graphical user interface, application

Description automatically generated 58

Diagram

Description automatically generated 20

Graphical user interface

Description automatically generated 67