**10 Academy cB : Week 6**

**Careers - Exercise 1**

**Proactivity**

**Due Date:** Saturday, 1st June 2024, 8PM UTC

**Background**

To succeed in the workplace, it's essential to be proactive. This means taking the initiative, anticipating challenges, and finding solutions without being told what to do. Proactive employees are a valuable asset to any organisation, driving innovation, improving efficiency, and boosting productivity.

Being proactive is the first habit discussed in the [7 habits of highly effective people](http://library.lol/main/CA4D089F399B51EE944426F06C0BD73C). It is more than just taking initiative; it's about taking responsibility for our own lives and choices. We have the power to choose our responses and make things happen. Proactive individuals recognize this responsibility and don't blame external circumstances for their behaviour. Instead, they make conscious choices based on their values, not their feelings.

In contrast, reactive individuals are often affected by their environment and the behaviour of others. They let external factors dictate their mood and performance. Proactive people, on the other hand, are driven by their values and can maintain a positive attitude and high performance regardless of the circumstances.

**Task**

You're a Data Engineer at a company that provides data analytics services. Your boss, Rachel, sends you an email about a data pipeline issue:

"Hi Team,

One of our clients is experiencing issues with their data pipeline. The data is not being updated in real-time, and they're seeing delays of up to 24 hours. The client is frustrated and threatening to cancel their subscription. Additionally, the client mentioned:

1. The data is incomplete, with some tables missing entirely
2. The data schema has changed, but the pipeline hasn't been updated to reflect this
3. The client has tried to contact the support team multiple times, but received no response
4. Please investigate and resolve this issue ASAP. We can't afford to lose clients due to data pipeline issues and poor communication.

Best,

Rachel"

Reference Data:

1. The data pipeline is built using Apache Beam and Google Cloud Dataflow
2. The data is sourced from multiple databases and APIs
3. The client's data schema changed recently, but the pipeline wasn't updated
4. The support team has been overwhelmed with requests, leading to delayed responses

Exercise:

1. Assuming you're the Data Engineer, create a reactive email and a proactive email reply to Rachel.
2. Write down and explain at least 4 differences you spot between your reactive email reply and your proactive email reply.
3. Share a detailed story about a situation at 10 Academy where you took a proactive approach. What happened, what did you do, and how did it turn out? What three lessons did you learn from this experience that will help you continue to grow and improve in the future?
4. Share a detailed story about a situation at 10 Academy where you reacted to a situation without thinking ahead. What happened, how did you respond, and what was the outcome? What lessons did you learn from this experience that will help you improve and become more proactive in the future?
5. Reflect on your typical behaviour in challenging situations. Do you tend to be proactive or reactive? What are your strengths and weaknesses in this regard? What strategies can you use to improve your proactive behaviour and minimise reactive responses?

**Submission**

Create a PowerPoint presentation with a maximum of **12 slides** that detail your answers to the tasks written above.

Rubrics

Usefulness in life