DAY 3: INTERVIEW WEAKNESS ANSWER SCRIPT

The 80/20 Growth Framework

The Full Answer:

"That's a great question. I'd say one area I've actively worked on is over-preparation. Early in my career, I used to spend hours perfecting every detail of a project before moving forward—which sounds good, but it actually slowed down iterations and delayed feedback.

Now I apply 80/20 thinking: I focus on getting to 80% quality quickly, get feedback, then refine the critical 20% that drives impact. For example, [INSERT SPECIFIC EXAMPLE FROM YOUR EXPERIENCE].

This shift has made me more efficient and collaborative. I've learned that done and iterated beats perfect and delayed every time."

Customizable Examples by Role:

For Project Managers: "Instead of building the perfect Gantt chart, I now launch sprints with clear MVPs and adjust based on team input."

For Designers: "I used to polish mockups for days. Now I create lo-fi wireframes, test with users early, and polish only what tested well."

For Engineers: "I would over-engineer solutions. Now I ship working code fast, then refactor based on real usage patterns."

For Marketers: "I'd spend weeks on campaign decks. Now I test fast with small budgets, then scale what converts."

For Sales: "I used to memorize every product detail. Now I learn buyer pain points first, then customize my pitch to what matters."

DAY 4: MICRO-PROJECT TEMPLATES (10 Examples)

Projects That Count As Experience

Template Structure: [Action Verb] + [What You Built] + [Quantified Impact]

1. Operations Efficiency "Built internal automation that saved team 20 hours/month" **How:** Use Zapier/Make to connect 2-3 tools you already use

2. Data Dashboard "Created analytics dashboard that improved decision-making speed 40%" **How:** Build in Google Data Studio or Excel with pivot tables

3. Onboarding System "Designed onboarding process that reduced ramp-time from 6 weeks to 3"
How: Document steps in Notion/Confluence with video walkthroughs

4. Customer Feedback Loop "Implemented feedback system that increased NPS by 15 points"
How: Create simple form + monthly review meetings

5. Cost Reduction Initiative "Audited tools and cut software costs $12K annually" **How:** Review all subscriptions, consolidate redundant tools

6. Process Documentation "Documented 8 key workflows, enabling team to scale 50% faster"
How: Screen record yourself doing tasks, add to knowledge base

7. Team Collaboration Tool "Launched Slack workspace that reduced email volume 60%" **How:** Set up channels, integrate key apps, train team

8. Content Library "Built resource hub with 50+ templates that increased productivity 30%" **How:** Collect best examples, organize in shared drive

9. Hiring Assessment "Created candidate scoring system that improved hire quality 45%" **How:** Define rubric with key criteria, test on 5+ candidates

10. Training Program "Developed 3-week training that got new hires productive in half the time"
How: Break role into modules, create exercises for each

How to Add to Resume: Place under relevant job or create "Key Projects" section Use metrics wherever possible Link to GitHub/portfolio for proof

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DAY 5: 90-DAY PROMOTION TRACKER

"What Would Excellent Look Like?" Framework

The Question to Ask: "What would excellent look like in 90 days for me to be promoted/get this raise?"

Tracking Template:

Week 1-2: Define Success Metrics - [ ] Get specific metrics from manager - [ ] Document current baseline - [ ] Create weekly check-in schedule - [ ] Share plan with stakeholders

Week 3-4: Quick Wins - [ ] Deliver 2-3 easy wins to build momentum - [ ] Document progress with screenshots/data - [ ] Get initial feedback - [ ] Adjust plan if needed

Week 5-8: Core Deliverables - [ ] Hit 60% of target metrics - [ ] Send bi-weekly progress updates - [ ] Address any blockers - [ ] Collect testimonials from team