

ALX Foundations: Milestone # 9 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

1. **My name:** Rutajoga Sheja Kelly Ovide
2. **My background:** Certificate in ArcGIS Online Basics
Certificate in ArcGIS Pro Basics
3. **Any needed short context:**
 - Background in Social Media Management and Marketing, I help brands thrive on social media! I manage accounts, craft engaging content, and develop targeted campaigns to boost brand awareness and engagement.
 - Graphic design, I use my design skills in tools like Photoshop and Illustrator to create logos, social media graphics, and other marketing materials that are both eye-catching and effective.
4. **Highlight of my top skills**
 - Strong team player with the ability to collaborate effectively
 - Team leadership
 - Project management
5. **A connection:** I combine social media strategy with eye-catching graphic design to help brands thrive online. I create engaging content, manage accounts, and design effective marketing materials, all focused on boosting brand awareness and engagement.
6. **My value proposition:** I help businesses flourish online with social media strategy and stunning visuals. I manage accounts, create engaging content, and design captivating materials to amplify brand awareness and engagement.
7. **Specific ask:** Would it be okay to follow up with you next week to discuss this further?

8. **Concluding sentence:** I'm confident that together, we can make a real difference.

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

- **My Name:** Rutajoga Sheja Kelly Ovide
- **My current role or professional tagline:** Operations Manager
- **Company or Personal brand:** XOcare
- **My goals and aspirations:** My experience in non-profit operations has given me a strong foundation, and now I'm eager to leverage my social media and design skills to create a bigger impact. I want to help organizations like yours develop strategic online communication that truly connects with their audiences and fuels their mission.
- **Your 2 - 3 most impressive and relevant achievements:**
 - Launched successful social media campaign
 - Certificate in ArcGIS Online Basics
 - Certificate in ArcGIS Pro Basics

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
https://www.linkedin.com/in/sheja-ovide/

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
https://drive.google.com/file/d/1RkVtCY10QigeU9PAupNJpzQ5ThgDas-e/view?usp=sharing



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: 5 times a week
- B. 5 minutes of daily meditation. Amount of practice in the past month: twice a week
- C. 3 pages of daily morning pages. Amount of practice in the past month:

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: 4
- B. Daily meditation. Your Rating: 3
- C. Daily morning pages. Your Rating: 2

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:** Feeling like there aren't enough hours in the day to squeeze in exercise.
- B. Biggest block to a daily practice of meditation:** Having difficulty focusing and controlling racing thoughts.
- C. Biggest block to a daily practice of morning pages:** Difficulty in establishing a consistent daily writing routine can be challenging when building a new habit.

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

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| <ul style="list-style-type: none">A. One way to lessen the block to a daily practice of movement: 4B. One way to lessen the block to a daily practice of meditation: Start with shorter meditations (2-5 minutes) and gradually increase the duration. Use guided meditations with calming music or nature sounds.C. One way to lessen the block to a daily practice of morning pages: Write freely without judgment. Focus on capturing thoughts, feelings, and ideas without editing. |
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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:** Focusing on activities I enjoy since i like playing basketball, I can dedicate my movement sessions to going to basketball courts to play the sport I prefer.
- B. I can personalize my meditation practice by:** Exploring styles, setting intentions, finding my comfort positions. Apps and groups can support my journey to inner peace.
- C. I can personalize my morning pages practice by:** exploring different formats and timings, and let my creativity flow. Just write, relax, and enjoy the process.

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 90 minutes basketball sessions and three 60 minutes gym workout each week moving forward.
- B. My commitment to Meditation for Month 3 is:** I commit to putting on calming music and laying down for at least 10 minutes. I commit to doing this before leaving bed in the morning, and I commit to doing it at least every other day.
- C. My commitment to Morning Pages for Month 3 is:** I commit to making morning pages daily and writing at least one full page whether I feel like doing it or not

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?

To monitor my progress, I'll try using a habit-tracking app called Streaks. This will help

me keep track of my movement sessions, meditation practice, and morning pages, and stay motivated by building streaks and identifying any gaps.

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'll find an accountability buddy for movement and meditation, start with achievable routines, and reward myself after reaching weekly milestones.

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/1su9Php0oNNpnPQ4xCKDvDIXgS5Sf37xKtLmZKtNw9Y/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**
- 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**
- 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**