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# **Week 10 Milestone Worksheet**

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# **SECTION A: 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.

| **Tally** |
| --- |
| 1. **20 minutes of daily movement. Amount of practice in the past month:** 2. **5 minutes of daily meditation. Amount of practice in the past month:** 3. **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.*

| **Self-Rating** |
| --- |
| 1. **Daily movement. Your Rating:** 2. **Daily meditation. Your Rating:** 3. **Daily morning pages. Your Rating:** |



**Step 3: Blocks Analysis**

For each practice, indicate what you think the biggest block or obstacle is to achieve a 4 *(if you are not at a 4)*. If you are at a 4, then simply indicate “4” again.

| **Blocks Analysis** |
| --- |
| 1. **Biggest block to a daily practice of movement:** 2. **Biggest block to a daily practice of meditation:** 3. **Biggest block to a daily practice of morning pages:** |



**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.

| **Overcoming Blocks** |
| --- |
| 1. **One way to lessen the block to a daily practice of movement:** 2. **One way to lessen the block to a daily practice of meditation:** 3. **One way to lessen the block to a daily practice of morning pages:** |



**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.)*

| **How Might You Adapt Each Practice to Better Suit YOU?** |
| --- |
| 1. **I can personalize my movement practice by:** 2. **I can personalize my meditation practice by:**   **C. I can personalize my morning pages practice by:** |



**Step 6: Commitments**

For each practice, what do you personally commit to achieving during Month 3– that is, from now until 20 August? You may decide that you wish to officially quit one, two, or all practices. You may decide that you will adapt them, or not. You may decide on a minimum number of times per week you wish to practice them, or a total number of times (until 20 August). **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 until 20 August, for a total of 16 workouts. 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 13 times before 20 August.*

**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.*

| **Commitments** |
| --- |
| 1. **My commitment to Movement for Phase 3 is:** 2. **My commitment to Meditation for Phase 3 is:** 3. **My commitment to Morning Pages for Phase 3 is:** |



**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](https://streaksapp.com/) or [Everyday](https://everyday.app/).

| **Tracking** |
| --- |
| **Be specific. How will you track your progress?** |



**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.**

| **Support Plan** |
| --- |
| **Be specific. How will you help yourself stick to your commitment?** |



**You are now ready for your peer coaching session. Please go back to Savanna and continue with your learning content. You will be given instructions for your peer coaching session and prompted on when to return to complete Section B.**



# **SECTION B: Peer Coaching**

**Step 9: Peer Coaching Session Output**

Please share the following information on your peer coaching session, once you have completed it.

| **Peer Coaching Session Output** |
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| 1. **List the full name of your peer coach.** 2. **When did the peer coaching session take place? (Date & Time)** 3. **Where did the session take place?** 4. **Did you ask your peer to hold you accountable? If yes, explain.** 5. **Did your peer ask you to hold them accountable? If yes, explain.** 6. **On a scale of 1-4, how valuable did you find the peer coaching session? (1= not at all valuable, 4= extremely valuable)** 7. **Is there anything else you would like us to know about your peer coaching session?** |



**Please go back to Savanna and continue with your learning content. You will be prompted on when to return to complete Section C.**



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# **SECTION C: Research & Reflection of Your Chosen Field (Tech Track)**

**Step 10: Industry Research**

Please conduct some internet research on your chosen track in order to answer the questions below. *(Note that we are using the terms “track,” “industry,” and “field” interchangeably.)*

**When asked for sources, please list a minimum of 2.**

**IMPORTANT NOTE on question B**. We are not asking how many people work for Salesforce the company, nor for AWS the company– rather about how many people work as developers/consultants on those systems.

| **Industry Research** |
| --- |
| 1. **What is your currently chosen field (AWS, Salesforce, Data Science, Data Analytics, Software Engineering or Creative Tech)?** 2. **How many people are currently working in your chosen field globally?** 3. **What sources did you use to arrive at this number?** 4. **What is the average pay for an entry-level professional in your chosen field (either in your region, Europe, or in the US)?** 5. **What sources did you use to arrive at this number?** 6. **Name at least 1 certification that people in your field may get.** 7. **What sources did you use to arrive at this answer?** 8. **By how much is your industry projected to grow in the next ~5 years?** 9. **What sources did you use to arrive at this answer?** 10. **What are 2 ways others in your field are using their knowledge to address a GCGO?** 11. **What sources did you use to arrive at this answer?** |



**Step 11: Personal Reflection**

Please take a moment to reflect on your personal motivation and your connection to your chosen GCGO.

| **Personal Reflection** |
| --- |
| 1. **What makes you personally excited and motivated to become a professional in your chosen field? (It’s ok if money is a primary motivator. Be honest.)** 2. **How do you / will you stay motivated to continue your studies when things feel hard?** 3. **How might you continue to contribute toward addressing your chosen GCGO while pursuing work in your chosen field?** |



**Please go back to Savanna and continue with your learning content. You will be prompted on when to return to complete Section D.**



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# **SECTION D: Elevator Pitch**

**Step 12: Elevator Pitch Group Members**

Please provide the name of at least 1 peer that you shared your elevator pitch with.

| **Peer/Group Member Name(s)** |
| --- |
|  |



**Step 13: Revisions**

Please list at least 2 pieces of feedback you got and/or revisions that you made to your original elevator pitch.

| **Feedback/Revisions** |
| --- |
| A.  B. |



**Step 14: Current Elevator Pitch**

Please write out your current, revised elevator pitch. It should include:

* A short introduction with your first and last name.
* 2 - 3 short, strong elements of your background.
* A short sentence that highlights your top 3 skills.
* Why are you the best person to offer these skills? What makes you stand out?
* The specific value you will bring your employers *(or clients)*. How will your contribution make their jobs/ life easier?
* A clear specific ask *(what is required from the audience).* What must they do with the information you have shared in this pitch?
* A strong concluding sentence.

| **Your Personal Elevator Pitch** |
| --- |
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# **SECTION E: Skills Map**

**Step 15: Update Skills Map**

Please revisit the Skills Map you completed in Weeks 1, 6 and 9. *(If you need a new copy, go* [*HERE*](https://docs.google.com/spreadsheets/d/1gw8fExvZgvSWDzcOiTEGdp0_DH4KACojBzlBNjkq0Zc/copy)*.)*

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.

| **Skills Map URL** |
| --- |
|  |



**Steps 16: 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.

| **Skills Map Reflection** |
| --- |
| 1. **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):** 2. **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):** 3. **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.):** |



# **SECTION F: Peer Activity #2**

**Step 17: Reflection on Peer Activity: Imposter Syndrome**

Who was the first and last name of the peer you partnered with on this exercise?

| **Peer Name** |
| --- |
|  |



**Step 18: Strategies**

What strategy did you select? What strategy did your peer select?

| **Strategy** |
| --- |
| 1. **Your strategy:** 2. **Your peer’s strategy:** |



**Step 19: Strategy Implementation**

Describe what steps you took toward completing your strategy, and what steps your peer took toward completing theirs.

| **Strategy Implementation** |
| --- |
| **A . What steps did you take?**  **B. What steps did your peer take?** |



**Step 20: Bio**

Please share at **least 1 piece of feedback** from your **peer** that you got on your bio.

| **Feedback Received** |
| --- |
|  |



**Step 21: Bio**

Please revise your bio to incorporate the feedback you received. Paste your best, most up-to-date version of your bio here. Remember, your bio is written in the 3rd person, in narrative paragraph form **(not a bulleted list)** and it includes the following information:

**1. Your name**

**2. Your current role or professional tagline**

**3. Your company or personal brand**

**4. Your goals and aspirations**

**5. Your 2 - 3 most impressive and relevant achievements**

| **Bio** |
| --- |
|  |



**Please go back to Savanna and continue with your learning content. You will be prompted on when to return to complete Section G.**



# **SECTION G: Resume Writing**

**Step 22: Update or Create your Resume**

Please update or create your resume using your professional and academic skills and experiences. As described in “**Activity: Create or Update Your Resume**” the resume must be in PDF format. Once you’ve uploaded your resume on to your Google Drive and gotten the shareable link, paste that link in the space provided below. Please make sure that the share settings are set to “Everyone with the Link” and “view”.

| **Your Resume Link** |
| --- |
|  |



**Once you have completed this worksheet:**

1. Export/convert to .pdf.
2. Rename it per the instructions.
3. Upload to Savanna as your Milestone 10 Submission.
4. **Celebrate a job well done!**

