SKILL BUILDER
CHECKLIST

CAREER VIGILANTES · ESTD 2023 · TOGETHER WE ARE STRONG
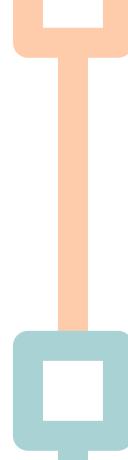
IDENTIFY SKILL GAP

Conduct a self-assessment or ask for feedback to determine which skills you need to advance your career

Example: If you're in marketing, identify that you need to improve your data analysis skills to better interpret campaign performance
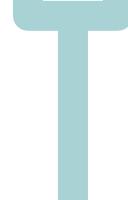
SET CLEAR GOALS

Define the skill you want to learn and set a **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound goal

Example: "Increase my proficiency in Excel by completing an advanced Excel course and automating at least one weekly report within three months."
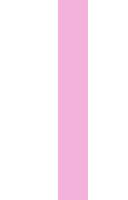
CREATE LEARNING PLAN

Identify courses, books, podcasts, that align with your learning style and block regular time for skill development.

Example: Enroll in an online course and set aside one hour every morning before work to complete lessons.

PRACTICE DELIBERATELY

Apply the new skill in the real-world to reinforce learning. Increase complexity as you improve and seek feedback.

Example: If learning public speaking, start by presenting to a mirror, then a small team, and then a company-wide event.
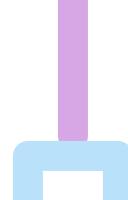
ACCOUNTABILITY PARTNER

Partner with a colleague who has mastered the skill you're learning who can keep you on track.
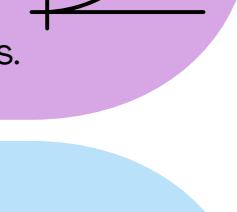
Example: Reach out to a colleague who excels in the skill and ask for occasional feedback on your progress.
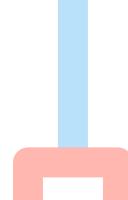
TEACH WHAT YOU LEARN

Teach your new skills to peers through presentations, workshops, blog posts, or social media content.

Example: After mastering a new tool, train your team or write a how-to guide for the company intranet.
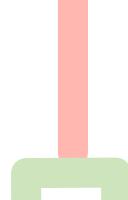
TRACK PROGRESS

Track progress and celebrate wins to stay motivated. Reflect on the value the new skill adds to your career.
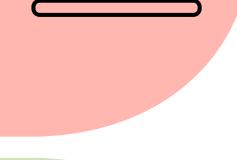
Example: Use a tool like Trello to create a progress board, moving tasks from "To Do" to "Completed." Treat yourself a coffee after reaching a milestone.
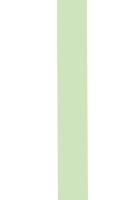
USE SKILL DAILY

Find ways to use and refine your new skill everyday and volunteer for projects or tasks that require the skill.

Example: If you've learned a new data visualization tool, start using it in your weekly reports to your manager, showcasing your improved data presentation skills.