

Action Set 6

This set will assist you in applying what you learned from “Productivity & Presentation”. The first half takes solid reflection and reevaluation. Don’t take it lightly because this is the stuff real problem-solvers are made of – ones that fix problems with themselves first. We hope the second half will be fun because we want your curiosity to roam free, so treat it like an exploration! Remember: the better you get with using some software you like, the more valuable you become to companies, programs, and colleges. Even knowing what is capable with a computer can give you great insight. You HAVE to build a skillset and we guarantee you’ll find something you like! We’ve had friends get awesome jobs just because of their skill with a program, which they stumbled upon playing around with it, and even friends that have built businesses around their newfound passions and expertise. To give you some structure, we have some tasks for you to complete.

- Let’s first revisit our bad study habits and time-wasters from Aset 3.
 - Have you managed to eliminate them and replace them with something better? _____
 - As discussed, much of high school work (and beyond) requires you to isolate the fun and work mentalities. If you can’t cut out a few small unproductive habits, you WILL struggle. So you have these next 3 weeks from now to fix them. If you did, isolate one more bad habit and two more time-wasters and aim to fix those by Aset 9.

- Schedule reevaluation – let’s open up your Google Calendar and make sure you’ve been using it to stay up to date
 - Is your schedule built around the completion of tasks and not the passage of time? _____
 - Have you built enough time for your family or discussed with them how much time you give? _____
 - Why or what was the result of your discussion? _____
 - Have you built a balance between your extracurriculars and your classes? _____
 - Can you safely say to yourself that you now complete small tasks when they are given to you and you do not procrastinate? If so, explain how you know. If not, explain. _____

- Explore elements you haven’t used before in MS Word
Which did you try? _____
- Explore elements you haven’t used before in MS Excel
Which did you try? _____
- Explore elements you haven’t used before in MS PowerPoint
Which did you try? _____
- Explore elements you haven’t used before in MS Word
Which did you try? _____
- Explore elements you haven’t used before in Dropbox or Google Drive
Which did you try? _____

- Read about one program that interested you most from the list discussed in session (or even another you found not discussed in session).
 - Look at example projects people have done with the software (maybe browse YouTube or the company website) and find some cool projects, tutorials, or templates that you’d like to try to make (we don’t expect you to do it in a week, but kudos if you can!)

- Which program(s) did you research? _____
- Describe the project you want to pursue with that software? _____

- Plan and deliver your “Personal Pitch” for the activity that means most to you.
 - The Personal Pitch is a 2-3 minute talk you will give on an activity, hobby, sport, topic, or whatever that is important to you. Be prepared to present to the class and so after you plan it, practice in a mirror or with a family member or even your Mentorship friends before session!
 - Realize that you’ve already half-organized this! Go back to Aset 3 and review your activities list and just expand and refine your 3-sentence. The goal here is fluency - to sound like a boss. You want to sound like a person that knows what they’re doing, why they’re doing it, and where they’re going with it. We can’t even begin to explain to you how incredibly important this is – time will show you.
 - Make sure you include:
 - The basic idea of the activity and **YOUR** role
 - How it has shaped your view or made you better on something that is important to you. Maybe what it taught you about life or what makes it special.
 - What your plan is for the future with it
 - Remember the mannerisms! Delivery, tone, inflections. Don’t fumble around with “um’s” and pauses or sound like a cocky jerk. You’ll probably want to memorize it, but don’t make it seem memorized! Wow us with your confidence and wow us with your **GENUINENESS!!!**

SAT Homework

- Complete Practice Test #5. This should take no more than 4.5 hours and aim for one sitting if you can.
 - Remember: you must complete all sections under the allotted time, **check your answers via the back of the book, and grade your SAT** (explained in the front).