

Learn - Do - Signal: 30-Day Career Engine

Target a role, skill, or function. Choose 1 to 2 micro-skills, create a small artifact, and put the proof where it will be seen. **Repeat monthly.**

1) Target Role & Why (clarify the destination)

- Target role/title: _____
- Team/domain: _____
- Why this role now (1- 2 sentences): _____

2) Learn (just enough learning) Pick 1 to 2 micro skills tied directly to the role. Timebox to 4-6 hours total this month.

Micro skill #1: _____ Hours: ____ Source: _____

Micro skill #2: _____ Hours: ____ Source: _____

Notes: _____

3) Do (make a small, real artifact) Create one tangible output that proves application (checklist, control narrative, small lab, PR). Aim for one artifact per month.

Artifact title: _____

Definition of done (what good looks like): _____

Due date: _____ Reviewer(s): _____

Obstacle to Overcome: _____

4) Signal (share where it matters) Place your proof in front of the right people. Choose 2+ signals: post, brown bag, PR, DM to a hiring manager, or brief your manager/community.

- Channel #1: _____ Date: _____ Owner: _____ Outcome: _____
- Channel #2: _____ Date: _____ Owner: _____ Outcome: _____
- Channel #3: _____ Date: _____ Owner: _____ Outcome: _____

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5) ROI Rubric (choose learning investments) Score each option 1- 5 (higher is better). Pick the highest total. Options: certification, course, OtJT project, community contribution.

OPTION 1	OPTION 2	OPTION 3
NAME:	NAME:	NAME:
Time (fits this month?) __/5	Time (fits this month?) __/5	Time (fits this month?) __/5
Cost (within budget?)	Cost (within budget?)	Cost (within budget?)
Signaling power (seen by the right people?) __/5	Signaling power (seen by the right people?) __/5	Signaling power (seen by the right people?) __/5
Proximity to role (directly used in target job?) __/5	Proximity to role (directly used in target job?) __/5	Proximity to role (directly used in target job?) __/5
Artifact ready (helps produce/ improve this month's artifact?) __/5	Artifact ready (helps produce/ improve this month's artifact?) __/5	Artifact ready (helps produce/ improve this month's artifact?) __/5
Total score: ____/25	Total score: ____/25	Total score: ____/25

6) 10 Day Kickstart

Your commitment: In one sentence, what will you Learn, Do, and Signal?

- Day 1 - 2: Extract 3 recurring skills from a job post; pick 2 micro skills.
- Day 3 - 4: Draft artifact outline; write your definition of done.
- Day 5 - 6: Build v1; ask one person for red pen feedback.
- Day 7 - 8: Revise; prepare a 150-word summary of what you learned.
- Day 9 - 10: Ship the artifact and post one public signal.