

TALENT NOVA

Your Daily Growth Guide: Professional Development in 10 Minutes a Day

Because big wins start with small moves.

Step 1: Know Where You're Headed

Pick one focus for the month:

- ☐ A skill I want to build
- ☐ A tool I want to learn
- ☐ A topic I want to explore
- ☐ A habit I want to improve at work

Write it down: This month, I'm focused on: _____

Step 2: Make It a Daily Habit

Each day, spend 10 minutes on one of these:

- Watch part of a short course (LinkedIn Learning, Coursera, YouTube)
- Read an article or job-related blog post
- Reflect on a recent win or lesson learned
- Practice using a workplace tool (email, spreadsheets, etc.)
- Reach out to a mentor or peer with a question
- Write down 3 things you learned or want to explore

TIP: Set a daily reminder on your phone that says: "Invest in You—10 Minutes to Grow."

Step 3: Check In Weekly

At the end of each week, answer:

- What did I learn this week?
 - Where did I feel more confident?
 - What do I want to try next week?
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Step 4: Celebrate the Small Wins

Growth isn't always loud—but it adds up.

- Finished a lesson?
- Practiced a skill?
- Asked for feedback?

Count it. Track it. Own it.

Need Ideas? Here's Where to Start:

- **Talent Nova coaching sessions (free + live!)**
 - Free trainings from Google, LinkedIn, or Coursera
 - Ask a coworker to teach you something they know
 - Practice rewriting your résumé or LinkedIn summary
 - Write down 3 things you're proud of this month
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Keep this sheet somewhere you'll see it—in your phone, on the fridge, at your desk.

This is your reminder: you're not behind, you're just getting started.

