9 Key Skills to Start Every Day With

1. Making your Bed

#1 Rule Safety First

Plan out your day the night before, right before bed, and write it down, with "self-improvement" as the primary goal:

1. **1 top priority task** that you must work on and hope to complete
2. 3 medium priority tasks that you will plant the seeds for
3. Any number of tasks that will assist in moving your goals forward
4. Plan minimal time (try to keep UNDER 1 hr) for "entertainment"
5. Remember to work in food, travel time, etc.

Bottom Sheet – I am laying the four corners and leveling out the foundation for my day! I will review my plan for today..

Pillow Case – I will keep **self-respect**, **respect for others**, and **SAFETY**, in mind, always

Top Sheet – Nobody's perfect, but I will endeavor to improve myself and embrace challenging / learning activities

Blanket – I will remember to "show up", "to be present in my tasking", "perform with discipline/determination", and "follow thru", with the intent to complete each task I've set before me

Folding Top Sheet back onto Blanket – at the end of the day, I will have become a better person than I was yesterday.

2.Pushups

#1 Rule Safety First

1. standard

2. on knees

3. negative

4. full plank

5. plank on elbows

6. table (knees and hands)

"I made my bed … and did my pushups today!"

Now has a new meaning!

3.Reading

#1 Rule Safety First

Reading is NOT using your eyes to look at words…

<u>Reading IS</u>:

- about input – it is the <u>first step</u> in the information digestive and imagination-creation process; before formal deconstruction; before analysis; reading is about handling "data"   *(***Alibaba ref***)
- about recognizing cues (narrative and metaphor), establishing a "visual map" inside your head, placing your new-information within an existing structure (called your "schema") through assimilation and internalizing, and adjusting your perspective
- about isolating, substituting and manipulating variables
- about quickly understanding the level of importance of the new information, placing a priority on that information for processing
- we get a "read" from measurements/instruments: dashboard, gas, speed, measuring cup, tape measurer, etc., etc.

Analogy: computers "read" a disk (modern times: flash drive)

Types of reading: reading a book, listening to an audiobook or to a song, watching a documentary, "reading" a scene/dynamic or relationship, feeling (tactile) a dog's fur, lifting (resistance) a weight…

Reading is a critical skill: it causes immediate trigger of imagination, **it is active**, it is a necessary component for intelligence – but it takes effort, it requires a 'building' of your reading muscles, and requires investment in "delayed" gratification

Watching T.V., playing video games or talking/texting on the phone are each, by definition, "not" reading or very limited (suppressed) in nature – your imagination is stalled because the narrator creates the reality for you, **your participation is passive**, and the entire event becomes passive, and lulls you into a sleep mode: you are programmed by an outside source, which takes away your capacity for independent action, and you are given a small token of "immediate" gratification in return (aka "addictive" behavior) [TV **<u>LITERALLY</u>** places viewer in a trance and lowers the pulse]

4.Language

#1 Rule Safety First

Language is NOT just a bunch of words some people can understand and others not, unless they learn two languages…

<u>*Language IS*</u> a primary component of Communication, it <u>***IS***</u>:

- about recognizing patterns and rules
- understanding those patterns as "terms", with behaviors
- substituting patterns, and fitting the new rules accordingly
- identifying attributes, and labeling sets of properties (jargon)
- ordering those attributes in a logical fashion (taxonomy)

Types of Languages:
- Chemistry is a Language
- Biology is a Language
- Music is a Language
- Coding is a Language
    - Backend example: Python
    - Database example: SQL
    - Frontend example: HTML
- English is a Language
- Mandarin is a Language
- the Welding Trade is a Language
- the HVAC Trade is a language
- Carpentry is a Language
- the Electrical Trade is a Language
- Hardware Mechanics is a Language

If you learn "how to learn" a Language for one area, you have learned for all!

5.Mastery / Intelligence

#1 Rule Safety First

Mastery is NOT about becoming really, really good at one thing – then teaching that one thing to one person…

<u>*Mastery IS*</u>:

- about recognizing patterns and rules
- the ability to Draw the Dynamic (Mapping), Work through the problem (Decisioning), Speak to the Results (Solutioning)
- teaching someone how to teach someone how to successfully learn about the dynamic
- understanding how that dynamic fits in the spectrum of activities
- seeing the dynamic from multiple perspectives

Intelligence is NOT about being super smart, about having innate talent, or about knowing a lot of trivial details (e.g. statistics or labels or classifications) – being smart is not a bad thing, but being "good" is often worse, because it can lead to the curse of complacent attitude or lackadaisical behavior

<u>*Intelligence IS*</u>:

- about recognizing patterns and rules
- realizing implication when new variables are introduced (reading)
- anticipating solid variable substitution, and nuanced effect
- the ability to change perspectives at will
- understanding social impact
- tearing down the walls of information segregation/preconception and corruptive processing (loops, denial, non-impactful)

6. Language Building Blocks

#1 Rule Safety First
Language which is not "read" properly will be indiscernible—it will seem "foreign" and not allow for de-coding or assimilation

Don't worry! Do not Panic! 😊 *..."How do you eat an elephant?... One bite at a time..."-common coding mantra*

Language has rules, and is based on common principles:
- it desires you to understand it, assimilate it, and convey it
- it has building blocks, which have rules, which means: easy to take apart (reverse Engineering), analyze for its component values, and put back together (re-Engineering)

Language IS based on a primary rule: letters, which have provide structure

Language allows for combination of that rule: letters form words – which provide substance and construct

Language declares a set of rules applied over: grammar – which provides value and relationship

Language explores with a set of additional rules: location, association, direction

EVERY LANGUAGE follows this basic format: from Coding, to Chemistry, to Russian, to Football, to the very Skills themselves!

Rules are a good thing!—they provide consistency, dependency, and constraint… you always know where you are!

7.Data Management *IS* the Future

#1 Rule Safety First

Data is no longer the domain of the "nerds" or "bookworms" or "programmers"…Data must be assimilated, understood, contextualized, analyzed, deconstructed, re-engineered, and conveyed—with ease, by those who wish to stay employed…

3 Capabilities all of you must follow for any skilled application:

Draw It Out	**Do the Work**	**Speak to It**
Map the Problem-------->	Break Down/Decompose	
	Reverse Engineer	
	Analyse	
	Re-Engineer (Solution)	
	Resolve [Systemic Jargon]--->	Convey to Audience
		[Linearize Narrative]-->

Speak-----> Framework (Essay) ----> Key Elements of Information (*Data*) ----->
Language (Python, Chemistry, Music, Spanish, English)-----> Data Management

Special Note*: This is just one of many reasons that knowing Excel (Spreadsheets) fluently is so important… this application not only teaches you how to collect/cull data points, but also how to impart relationships, graph, calculate, and pivot… these are all vital to *Data Management*

"When something is important enough, you do it even if the odds are not in your favor…Some people don't like change, but you need to embrace change if the alternative is disaster…The path to the CEO's office should not be through the CFO's office, and it should not be through the marketing department. It needs to be through engineering and design." — Elon Musk, CEO Tesla

8. Basic Essay

#1 Rule Safety First

In Order!:

Context

Posit (Assertion, Suggestion, Concept, Idea being placed) – you "own" this; you take responsibility to advocate for this; this is your "burden"

Work (Research, Review, of interaction of Posit within Context)

Analysis of Work

Summary of Analysis

Implications Discovered (what does this mean going forward?)

9. Basic Engineering Concept

#1 Rule Safety First

#2 Keep in mind attributes/rules/restrictions

To "Engineer" → to Create/Construct (by design, with purpose/intention)

Process

Components--→ Product

To "Reverse-Engineer" → to De-Construct

Process

Product --→ Components

To "Re-Engineer" → to Re-Constitute

Process

Product -----Substitute-------Substitute-----Substitute--------→

New Product

To "Integrate" → to Combine with best Properties

Process Decomp

Product 1 --→ Components 1

Process Decomp

Product 2 --→ Components 2

Process

Integrate --------combine components------combine-------→Product 3

To "Migrate" → to Introduce Data Sets

Process

New Data Set --→

Comprehensive Data Set