THE GLOBAL SOLUTIONIST

PROFESSIONAL GROWTH / WORKBOOK

30-Day Digital Skill Development and Portfolio Building Workbook

A practical 30-day workbook for students, graduates, job seekers and beginners in Nigeria and across Africa to choose one digital skill, practise consistently, create portfolio evidence and begin organised first-client outreach.

YOUR 30-DAY PROGRESS PATH

01 CHOOSE	02 PRACTISE	03 BUILD	04 CONNECT

LEARN / SIMPLIFY / BUILD / SOLVE

Where Problems Meet Solutions

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How to use this workbook

This workbook helps you move from "I want to learn a digital skill" to "I can show what I have made." It is designed for beginners who may have limited time, equipment or professional experience. You do not need to learn everything in 30 days. The aim is to choose one useful direction, practise it deliberately and produce evidence of your progress.

Set aside a realistic daily block. This might be 30-60 minutes, using a phone, laptop or shared computer. If internet access is limited, download learning materials when possible and keep offline notes. Avoid changing skills every few days; a finished small project is more useful than several unfinished courses.

> Important: This workbook does not promise employment or guaranteed income. It helps you develop visible evidence, clearer communication and a repeatable learning habit.

Your 30-day outcome

By the end of the month, aim to have:

- One selected digital skill and a defined beginner-level goal.
- A record of daily practice and weekly review.
- Up to three small portfolio projects.
- A completed skills assessment.
- A simple list of people or organisations to contact professionally.

Write your personal outcome below.

At the end of 30 days, I want to be able to:

_____

_____

Time I can usually commit each day: _____

Tools or resources I already have: _____

Worksheet 1: Choose one skill

Select a skill based on the intersection of your interest, access and a problem you can practise solving. Examples include spreadsheet analysis, graphic design, social media content, website setup, writing, video editing, customer support or basic data visualisation.

Score each option from 1 (low) to 5 (high). Do not choose only because a skill appears popular. A skill that you can practise and demonstrate is a stronger starting point.

Possible skill	Interest (1-5)	Access to tools (1-5)	Problems I can practise (1-5)	Total

My selected skill: _____

Beginner problem I want to solve: _____

Who might find this useful? _____

What will I deliberately not study this month? _____

Example: completed selection

Hypothetical example: Amina, a recent graduate with access to a basic laptop and spreadsheet software, scores spreadsheet analysis highly because she enjoys organising information and can practise with sample sales records. Her goal is not "master Excel". It is: "Create a clean monthly sales summary with totals, a chart and three plain-language observations."

The useful distinction is between a skill label and a demonstrable task. "Data analysis" is broad; "turn a messy sales list into a one-page summary" gives Amina something she can complete and show.

Worksheet 2: Set weekly learning targets

Use one target for learning and one for making. Learning without making can create false confidence; making without learning can reinforce avoidable mistakes.

Week	Learning target	Making target	Evidence I will keep	Planned review date
1: Foundations				
2: Guided practice				
3: Independent project				
4: Portfolio and outreach				

Example: Amina's Week 1 learning target is to understand sorting, filtering and basic formulas. Her making target is to clean a 20-row practice table. Her evidence is the original file, cleaned file and a short note explaining the changes.

At the end of each week, ask: What can I now do without copying every step? What remains confusing? What evidence would make this easier for another person to judge?

Worksheet 3: Daily progress tracker

Record activity, not just hours. A short completed task is more useful than writing "studied" without knowing what changed.

Day	Date	Task completed	Minutes	Evidence saved?	Difficulty / next action
1					
2					

Day	Date	Task completed	Minutes	Evidence saved?	Difficulty / next action
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Day	Date	Task completed	Minutes	Evidence saved?	Difficulty / next action
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

Day	Date	Task completed	Minutes	Evidence saved?	Difficulty / next action
23					
24					
25					
26					
27					
28					
29					
30					

If you miss a day, record the reason and restart with a small task. Do not "catch up" by setting an unrealistic workload that makes the next session harder.

Worksheet 4: Portfolio project templates

Create projects that show a decision, process and result. A portfolio item does not need to come from a paying client. Label practice work honestly as a sample or hypothetical project.

Project 1: Improve an everyday process

Project title: _____

Situation or problem: _____

Intended user: _____

Tool or skill used: _____

What I created: _____

Three steps I took:

1. _____
2. _____
3. _____

What changed or became clearer: _____

Evidence link, image or file name: _____

Limitation or assumption: _____

Project 2: Create a useful communication asset

Examples include a social media content plan, a one-page explainer, a customer-response guide, a poster or a short edited video.

Audience: _____

Their likely question or need: _____

Message in one sentence: _____

Format and tool: _____

Draft, design or script completed? _____

Feedback received or self-review completed: _____

Revision made: _____

Evidence link, image or file name: _____

Project 3: Show a small analysis or recommendation

Question I investigated: _____

Practice data or information source: _____

How I checked for missing, unclear or unsuitable information: _____

Method used: _____

Main finding or output: _____

Recommendation in plain language: _____

What this work cannot prove: _____

Evidence link, image or file name: _____

> Portfolio description template: "I created [deliverable] for [audience or situation]. I used [tool or method] to [task]. The result shows [specific capability]. One limitation is [limitation]."

Worksheet 5: Skills assessment checklist

Tick a box only when you can demonstrate the item, explain your process or identify what you still need to practise.

Capability	Not yet	With guidance	Independently	Evidence or note
I can explain the problem my skill addresses.	☐	☐	☐	
I can set up the required tool or workspace.	☐	☐	☐	
I can complete a basic task without copying every step.	☐	☐	☐	
I can identify a common error in my work.	☐	☐	☐	

Capability	Not yet	With guidance	Independently	Evidence or note
I can improve a draft after feedback or review.	☐	☐	☐	
I can save and name files clearly.	☐	☐	☐	
I can explain my process in plain language.	☐	☐	☐	
I have at least one honest portfolio example.	☐	☐	☐	
I know what I need to learn next.	☐	☐	☐	

My strongest demonstrated capability: _____

My next capability to practise: _____

Worksheet 6: First-client outreach tracker

Outreach should be relevant and respectful, not a mass message. Start with organisations, student groups, community businesses or contacts whose visible problem matches your sample work. Never claim professional experience you do not have.

No.	Person or organisation	Relevant problem noticed	Date contacted	Channel	Follow-up date	Response / next action
1						
2						
3						
4						

No.	Person or organisation	Relevant problem noticed	Date contacted	Channel	Follow-up date	Response / next action
5						
6						
7						
8						
9						
10						

Copyable outreach message

Hello [name]. I noticed [specific situation or problem]. I have been practising [skill] and created a sample showing how I would approach something similar: [link or brief description]. If this is relevant, I would be glad to discuss a small, clearly defined task. No pressure if it is not a current need.

Regards, [name]

Do not send confidential files, request sensitive information unnecessarily or promise outcomes you cannot support. If someone replies, clarify the task, deadline, review process and agreed terms before beginning.

Final review and next steps

Complete this review on Day 30.

The strongest project in my portfolio is: _____

Why it is useful: _____

One weakness I will correct: _____

The next 14-day practice goal is: _____

Three people or organisations I can approach thoughtfully:

1. _____
2. _____
3. _____

A question I will ask for feedback: _____

Your next step is to choose the skill, write the first weekly target and schedule Day 1 before the day ends. Keep your files organised in one folder, include dates in filenames and preserve earlier versions when a change matters. A modest project that is clearly explained, honestly labelled and improved through review can become the foundation for stronger work. Use the next 30 days to create evidence-not to pretend you are finished learning.