

The Be-Social Method

Get to Know More People

Exercises and Resources

Key Soft Skill: Initiative

	Exercise: My Project Choose a small, manageable project that interests you and commit to completing it within one month. This could be anything from organizing a community event to starting a blog. Tell five people you are working on it and expect to have it done by the end of the month.
	Exercise: Three Daily Goals Pick a friend to text your three daily goals to each day by noon. Do this for four weeks. Make sure the goals can be done in one day. Track the number of days you text your goals by noon.
	Exercise: That Bugs Me Identify a small problem or inefficiency in your daily routine or environment. Take one proactive step each day to address it and share your progress with a friend weekly. Track your steps for four weeks.
	Book: <i>Initiative: A Proven Method to Bring Your Passions to Life (and Work)</i> by Joshua Spodek
	AI Companion prompts: I am working on Initiative in a business setting and am looking for short videos including TED Talks that are publicly available and can assist me. I am working on Initiative in a business setting and am looking for articles that give me tips for how to improve.

Key Soft Skill: Prioritization

	Exercise: Daily Ranking Each morning, list all tasks you need to complete for the day. Rank them in order of importance and tackle them accordingly. Keep track of how many days you do the ranking over four weeks.
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☐	Exercise: Eisenhower Matrix Use the Eisenhower Matrix to categorize your daily tasks into four quadrants: urgent and important, important but not urgent, urgent but not important, and neither. Focus on the important tasks first. Do this for four weeks.
☐	Exercise: Not Today Identify and eliminate or delegate at least one nonessential task from your to-do list each day. Track the number of days you successfully eliminate or delegate a task over a four-week period.
☐	AI Companion prompts: I am working on Prioritization in a business setting and am looking for short videos including TED Talks that are publicly available and can assist me. I am working on Prioritization in a business setting and am looking for articles that have tips for how to improve.
Key Soft Skill: Planning and Organization	
☐	Exercise: Break it Down Take a large project you plan to accomplish within two to four weeks and list all the steps it will take to complete it. Put the steps in the order you need to do them and give each step a target date for completion. Once a week, update your list by removing completed steps and adjusting target dates.
☐	Exercise: Daily To-Do List Each morning, write a to-do list of tasks you need to complete for the day. Prioritize them and check off each task as you complete it. Track the number of days you complete your to-do list over four weeks.
☐	Exercise: Time Blocking Allocate specific time blocks for different tasks or activities throughout your day. Write the schedule down. Stick to the schedule as closely as possible. Track the number of days you adhere to your time blocks over four weeks.

	AI Companion prompts: I am working on Planning and Organization in a business setting and am looking for short videos including TED Talks that are publicly available and can assist me. I am working on Planning and Organization in a business setting and am looking for articles that have tips for how to improve.
Key Soft Skill: Curiosity	
	Exercise: Daily Question Each day, write down one question about something you're curious about. Spend at least fifteen minutes researching the answer. Track the number of days you write down one question you're curious about over four weeks and how many of those days you spend fifteen minutes researching the answer.
	Exercise: Tell Me More About That Each day ask someone you encounter what they did over the weekend. Ask them to tell you more about one of the activities they mentioned. Say in a pleasant way, "Tell me more about that." Track the number of "Tell me more" conversations you have over a four-week period.
	Exercise: Expert in the House Each day ask someone you encounter, "What do you do for fun?" Ask them questions to learn more about their interest. Track the number of experts you identify over a four-week period.
	AI Companion prompts: I am working on Curiosity in a business setting and am looking for short videos including TED Talks that are publicly available and can assist me. I am working on Curiosity in a business setting and am looking for articles that have tips for how to improve.