Upgrade Program Skills Plan

Table of Contents

Introduction

This document is part of a series of upgrade plans for every area of your life. It's broadly designed for a single, middle-class, 30-something living in a major city in a developed country.

Please go to "File" > "Make a copy" and make a copy of it for yourself. Then fill it out section by section according to your particular needs and circumstances. Perhaps add sections or items, delete them, change the order, and so on.

Your aim should be to make the plan as applicable and useful to you as possible. You should not follow the plan blindly–think it through for yourself.

Note that this process might be challenging. You might need to teach yourself things you aren't very knowledgeable about yet. You might feel like you need to do preliminary work in a different life area first. That's okay. Figure out broadly what makes sense for you, operationalize that understanding as specific actions in the Actions section, and then do them.

If it feels overwhelming, just start with the parts you find most valuable and do what you can. Tackle the rest over time. It may also help to set aside a dedicated day to work exclusively on this by yourself or with friends. Or you may choose to enlist an UP Coach to co-design and execute this plan alongside you.

Epistemic Status

Write out how confident you are in this plan and what evidence serves as the basis for that confidence.

- Generally high confidence of plan
- Based on 30+ years of developing a wide variety of different skills and coaching 100+ people on acquiring new skills

Objectives

Decide what objectives you have with this plan and rank them in order of importance. Below are some sample objectives.

1. Master [skill]
2. Build a diverse set of skills

Metrics

Decide what metrics you will use to evaluate the effectiveness of this plan. Also include the frequency in which you'll evaluate those metrics. For example, ad hoc, once, hourly, daily, weekly, monthly, quarterly, annually or per decade. Below are some sample metrics.

- Skills Rating: How would you rate your skills, on a 1-10 scale?
- Number of Skills Mastered
- Number of New Skills Acquired Each Year

Values

List all of your relevant values and rank them in order of importance. Below are some sample values.

1. Proficiency
2. Diversity
3. Growth
4. Prestige

Value Analysis

List and then analyze all of the costs and benefits of this plan. Potentially also estimate expected value and/or return on investment. Below is a sample value analysis.

- Time costs: 1 - 20,000 hours
- Financial costs: $0 - $100,000 dollars (e.g., teachers, tools, books, travels, workshops, etc.)
- Benefits: $X in potentially extremely large objective and subjective benefits (e.g., accomplishment, knowledge, fame, etc.)

Strategies

Decide on your high-level strategies for achieving your objectives. Below are some sample strategies.

Key People

- Do the work on your own
- Outsource some of the work to experts (e.g., coaches, etc.)
- Outsource some of the work to assistants

Key Timings

- Make incremental progress every day until you develop your desired level of skill
- Make as much progress as you can over a set period (e.g., one month, six months or one year)
- Make changes as intensively as you can until you develop your desired level of skill

Actions

List the specific actions you will take to achieve your objectives. You should add these tasks to your project management system unless you are choosing to do them now. Below is an example sequence of actions you might take.

1. Describe your mental model of personal skills
   a. Create a visual representation of it from memory without referencing this plan or outside sources of information
   b. Create a new visual representation after thoroughly studying this plan and any relevant sources of information
   c. Pay special attention to the improvements in the second version as incorporating those new insights may be crucial to the success of your plan
2. Finish every section of this plan, including the assessments, tools, and resources below
3. Make a list of your skills, assess the current level of mastery for each, then decide the level of mastery you would like to achieve
4. Make a list of new skills you would like to add to your skill set
5. Acquire the resources needed to develop the skills you identified
6. Study different learning techniques to find what works best for you
7. Create a study plan for each of the skills you would like to develop
8. Consider hiring experts for personalized training
9. Consider joining learning platforms (e.g., Coursera, Degreed, etc.)
10. Consider using apps or tools that can guide your progress (e.g., Grammarly for writing or Speeder for reading)
11. Practice and monitor progress

Schedule

Decide on which days you will take which actions. You should add these dates to your calendar now.

- [Date]: Finalize plan
- [Dates]: Execute plan
- [Dates]: Review plan's outcomes

Predictions

Predict how well you will do in achieving your objectives.

- [Name]: I predict with [X]% confidence that I will [Y] by [Z].
- [Team Member's Name]: I predict with [X]% confidence that [Name] will [Y] by [Z].
- [Team Member's Name]: I predict with [X]% confidence that [Name] will [Y] by [Z].

- Combined: We predict with an average [X]% confidence that [Name] will [Y] by [Z].

Outcomes

Objectively record how well you achieved your objectives.

- [Date #1]: [Outcomes]
- [Date #2]: [Outcomes]
- [Date #3]: [Outcomes]
- [Date #4]: [Outcomes]
- [Date #5]: [Outcomes]
- [Date #6]: [Outcomes]
- [Date #7]: [Outcomes]
- [Date #8]: [Outcomes]
- [Date #9]: [Outcomes]
- [Date #10]: [Outcomes]

Assessments

List all of the assessments you might take to understand how you're doing compared to your objectives. Below are some sample assessments.

- Entrepreneur Personality Profile: an assessment that will provide information both about which aspects of a person's personality are well-suited for owning a business, and which aspects could be problematic
- Innovation Assessment Personality Test: a test to reveal a person's in-depth profile with innovation archetype, strengths, and opportunities
- Innovation Traits Inventory: a questionnaire that provides insight on an individual's innovation capabilities
- Leadership Motivation Assessment: an assessment to figure out how motivated an individual is in leadership
- Leadership Style Assessment: an assessment to figure out what leadership style an individual has and learn more about their strengths and weaknesses as a leader
- Leadership Style Test: a test to evaluate whether a person possesses the personality traits and skills that characterize good leaders
- Leadership Style Test — Short: a test to evaluate whether a person possesses the personality traits and skills that characterize good leaders

- Readability Test: a tool that estimates the readability of a passage of text using the Flesch Kincaid Reading Ease, Flesch Kincaid Grade Level, Gunning Fog Index, SMOG Index, Coleman Liau Index, and Automated Readability Index
- Startup Test: a test that examines if a person has what it takes to be the founder or CEO of a successful startup
- Startup Valuation Calculator: a tool used to calculate startup valuation
- PsyToolkit's survey library:

Tools

List all of the tools you might use to achieve your objectives. Below are some sample tools.

- Ablo
- Babbel
- Becorrect
- Boxing
- Coursera
- Degreed
- Duolingo
- Education First (EF)
- First aid training
- Grammarly
- Italki
- Martial arts training
- Meetup
- Memrise
- Muay Thai
- Reedsy Book Editor
- Rockalingua
- Rosetta Stone
- Speeder
- Strive
- SuperMemo
- Tandem
- Toastmasters International
- UP Actions
- UP Assessments
- UP Curriculum
- UP Knowledge Plan
- UP Tools
- Wall Street English
- Wattpad
- YouTube

Resources

List all of the resources you might use to achieve your objectives. Below is a sample resource.

- [Ian Knot](#)

Notes

Add any random thoughts, questions, uncertainties, etc.

-
-
-

Legal

- © 2017 [Upgradable](#). All rights reserved.
- We [do not profit](#) off any product recommendations.
- We declare no conflicts of interest.
- This document is not for commercial re-use.
- This document is intended only for the person it was shared with.
- Please do not share with others.