

✅ Free Checklist: Micro Skills to Boost Your Career in 2025

Here's your personal checklist of small skills with BIG impact:

- ☐ Write better AI prompts (ChatGPT, Jasper, etc.)
- ☐ Explain data in simple words (data storytelling)
- ☐ Use keyboard shortcuts to save time
- ☐ Create clean visuals in Canva
- ☐ Summarize meetings in 3-5 bullet points
- ☐ Record clear, short voice notes (<30 seconds)
- ☐ Search smarter on Google using filters and quotes

💡 *Work on just ONE of these per week — and you'll be ahead of 90% of people.*