# MoneyOnliners

REMOTE WORK ACADEMY • DOWNLOADABLE WORKBOOK

# Lesson 10: How to Build Remote-Ready Skills Employers Actually Need

**Module:** Preparing for Remote Jobs | **Lesson:** 10 of 40

## 1. Lesson Takeaways

Write the three most useful ideas you learned from this lesson. Focus on what changes your understanding or what you can apply.

**Takeaway 1**

**Takeaway 2**

**Takeaway 3**

## My One-Sentence Summary

Explain the lesson in your own words as if you were teaching a beginner.

## 2. Apply the Lesson to Your Situation

Use the prompts below to connect the lesson to your own remote-work goals, experience and circumstances.

**What is my current situation related to this lesson?**

**What is the biggest gap, risk or opportunity I noticed?**

**What evidence or information do I still need?**

## 3. Practical Action Plan

Turn the lesson into specific actions. Keep each action realistic and measurable.

| Action | Deadline | Done? |
|---|---|---|
| 1. | | ■ |
| 2. | | ■ |
| 3. | | ■ |
| 4. | | ■ |
| 5. | | ■ |

### My most important next step

## 4. Remote Work Decision Check

Use this page to test whether your next move is realistic, legitimate and aligned with your longer-term remote career.

- ■ I understand the main idea from this lesson.
- ■ I can explain how it applies to remote employment.
- ■ I have identified at least one practical action.
- ■ I know what information I should verify before acting.
- ■ I am not relying on unrealistic income or job promises.
- ■ I can connect this lesson to my wider remote career plan.

**Questions I still need to answer**

## 5. Reflection & Progress

Complete this page after applying the lesson. Reflection helps turn information into a repeatable career skill.

**What did I do differently because of this lesson?**

**What result or feedback did I get?**

**What will I improve next time?**

## Lesson Completion

■ I completed the lesson ■ I completed the workbook ■ I chose my next action

MoneyOnliners educational note: Remote-job availability, employment laws, taxes, location restrictions and employer requirements vary by country and organization. Verify important requirements before making employment decisions.