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ME-commercer
A new VET professional
profile for Micro Enterprises

1

Exercise

Name of the exercise:	Crossed arms
Competence coverage:	Change management
Source:	Bluebook srl
Time:	30 seconds + 10 minutes for reflection
Purpose of the activity:	Reflecting on difficulties of change
What should you focus at?	This very easy exercise suggests a reflection on change.
Necessary materials:	Just your arms and brain
Exercise:	<p>Cross your arms. When you have done it and you feel comfortable in this position, cross your arms the other way, and then answer the questions:</p> <p>Are you still comfortable?</p> <p>If no, why?</p> <p>Try to explain the reasons.</p>
What can you take from the results and what to do if your results are not satisfactory?	<p>As you can see the arms crossed in the other way represent absolutely the same position but the human being tends to maintain and return to the original and previous stability: when an external input causes a change, immediately the system strives to return to the point of original balance.</p> <p>This does not mean that our point of equilibrium is satisfactory and functional to our purposes: it is enough to have a point to return to, no matter how pleasant it is, indeed, often it is not at all, but it is the only stability that we know and so we try to maintain it and restore it.</p> <p>So try to practice little changes in your daily life: your mind will be more open to big changes, eventually!</p>



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Exercise

Name of the exercise:	My changes
Competence coverage:	Change management
Source:	Bluebook srl
Time:	20 minutes
Purpose of the activity:	To improve your change management skill in your daily life, reflecting on variables of change.
What should you focus at?	This exercise can help you to become aware of change management process offering hints of reflection. An effective Me-commercer, also to start a career in this direction has to be propoositive and strong-will.
Necessary materials:	A sheet and a pen to put in writing experiences
Exercise:	<p>Please list 3 major changes in your life:</p> <p>1.....</p> <p>2.....</p> <p>3.....</p> <p>And then answer the following questions</p> <p>1. Was the change easy?</p> <p>2. Explain the reasons according to your objectives and motivations</p> <p>3. Did you manage the change alone?</p> <p>4. How did you handle the change?</p> <p>5. How did other people react to the change?</p>

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	6. Were you affected by others reactions 7. If yes what did you do about it?	2
What can you take from the results and what to do if your results are not satisfactory?	Change is difficult, time-consuming and costly, but most of the time worthy. Only through change we can improve ourselves and our habits. Examining our past events of change management, it is important today analyzing how we faced changes and its related situations at the time and what were the motivations, goals, contexts in order to reproduce such as favorable variables. Practicing such kind of exercise can help you to face change without stress and more confidently.	



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Exercise

Name of the exercise:	Logical chains
Competence coverage:	Concentration, attention
Source:	http://www.skillsconverged.com/FreeTrainingMaterials/tabid/258/articleType/ArticleView/articleId/1157/categoryId/100/How-to-Practice-Paying-Attention-to-Detail.aspx
Time:	10 minutes per exercise
Purpose of the activity:	The main purpose of these exercises is to learn how to develop your attention and concentration capacity.
What should you focus at?	Developing this capacity is very useful for an entrepreneur. It is important that, in a situation of pressure, be able to concentrate to think more clearly and make the right decisions without allowing the ambient around him to influence him.
Necessary materials:	Paper, pen
Exercise:	<p>Before you start practicing, you need to set yourself up and prepare the environment. Follow these guidelines:</p> <ol style="list-style-type: none"> 1. Find an environment where you will not be interrupted. Set your phone to silent mode and close the door. 2. Dim the light so that it is not glaring. Ideally, you should be in an environment with no glaring light while using the warmest light you can get hold of. 3. Sit comfortably. You don't want your attention to drift to your lack of comfort for sitting while engaged in a thought exercise. 4. Sit with your spine erect and take several deep breaths. Relax your body. 5. Each exercise will take about 10 minutes. You only need to do one exercise per session, perhaps two exercises when you get used to them and know what you are doing. Start slowly and build over time. 6. The objective for all exercises is simple; your attention must be on the exercise and nothing else. You are the judge of that. The moment you detect that your mind has wandered off, you must reset the exercise and start from the beginning. Expect that in

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	<p>the beginning your mind will wander off. We all suffer from attention deficiency. In time, you will get better at it.</p> <ol style="list-style-type: none"> 7. Don't do all the exercises in one go and don't overdo them. 8. Expect that getting familiar with the exercises and mastering them will take a few attempts. Remember, you are supposed to stay totally focused for 10 minutes. <p>Exercise 1: Count backwards from 100 in steps of 7. For example, 100, 93, 86, ...</p> <p>Exercise 2: Pick up a book. Look at a random page. Count the number of words in that page. Use your eyes only while counting.</p> <p>Exercise 3: Pick an apple, an orange, a pear or a lemon. Hold it in your hands and examine it from all angles. Resist any thoughts not directly related to the fruit. It doesn't matter where it comes from or who you met in the supermarket when you bought it earlier. Pay attention to its color, its texture, its smell and its taste. Focus on its imperfections. Focus on its symmetry. Don't verbalize. Just observe.</p> <p>Exercise 4: Look at a simple reflective object such as a spoon or a metallic bowl. Watch it with no words in your mind. Rotate it and examine it from all angles. Pay attention to its reflective qualities and how you can see other objects in the environment which are reflected of it. Resist any thoughts associated with those other objects other than their direct visual qualities.</p> <p>Exercise 5: Put a headphone on and listen to the sound of nature such as waves of ocean crashing on a shore, a person walking on the beach with splashing sounds under her feet, rain on a roof, or sounds of a jungle. You can find plenty of sources of such sounds on the net. Some examples are provided below which can be found on YouTube. Immerse yourself in this environment just by listening. You can close your eyes if it helps. Try to visualize the environment as if you are there.</p> <p>Exercise 6: Choose a fruit and visualize it. This is like Exercise 3, except that you should visualize the fruit as opposed to looking it. Initially, hold the fruit in your hand and look at it for one or two minutes. Next, close your eyes and try to visualize the fruit as accurately as you can. If you cannot remember it after trying as hard as you can, open your eyes and</p>
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	<p>repeat the exercise by first looking at it again, and then close your eyes to visualize it in your head. Throughout the exercise, resist any other thoughts.</p> <p>Exercise 7: Get an ultrasonic humidifier aroma diffuser. Put water and some scented oils in it and turn it on. Set it in such a way so you can observe the vapor coming out. The vapor, by its nature is chaotic. For this exercise, you must simply concentrate on the ever-changing pattern of the vapor coming out of the device while also paying attention to the smell. Resist any other thoughts.</p> <p>Exercise 8: Get an A4 paper and draw several abstract shapes on it. Use line, rectangle, triangle and circle as building blocks. The first time you do this exercise, draw up to three shapes. As you get more used to it, you can increase the number of shapes and create more complex patterns. Once drawn, look at it for two minutes. Next, close your eyes and imagine the shapes you have drawn as precisely as you can. If you could not remember, open your eyes and repeat the exercise again by looking at it for two minutes and then closing your eyes again and visualizing the shapes once more.</p> <p>Exercise 9: Once you have mastered the previous exercises, go through this exercise. Remain without any specific thoughts for ten minutes with your eyes closed. Going through the previous exercises should help you with this. If some thoughts enter, reset and start over again.</p> <p>Exercise 10: Remain without any thoughts for ten minutes with your eyes open. This is like the previous exercise but just more difficult so only do this exercise once you have mastered it with your eyes closed. That's it. Keep practicing these exercises and soon you will gain more and more control over your attention. The aim is to learn to focus it on whatever you want whenever you want to. This also includes the ability to not pay attention to something you want to avoid and ignore it systematically when it can get in your way. A prime example is to learn to avoid paying attention to annoying and disruptive advertisements.</p>
<p>What can you take from the results and what to do if your results are not satisfactory?</p>	<p>These exercises don't have a positive or negative result. They are just training exercises, some people will take longer to control their level of concentration and others less, but in the end, everyone can control it and use it for their own purposes.</p>

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Exercise

Name of the exercise:	Me-commercer memory game
Competence coverage:	Concentration, memory
Source:	Children memory game
Time:	1 minute to look at the object and words + 3 minutes to try to remember
Purpose of the activity:	To reflect on the importance of our concentration and our memory
What should you focus at?	Memory can be defined as a large container of capacity in which all our personal experiences and all that is perceived by our senses converge. Memory allows us to organize the huge amount of memories that allow us to recognize everything we hear, see or read. Our ability to "catch" information from our memory warehouse depends strongly on the degree of emotionality we give to what we store. A highly emotional information or event will probably be remembered for a lifetime. An insignificant or insignificant experience is placed on a shelf in a far corner of our warehouse and soon lost. The memorization takes place through a dynamic process using imagination, intelligence and practice. A Me-commercer should always be concentrated at first, on his/her customers. A simple example: most of the time we do not remember names of people because we are more concentrated on ourselves, don't we?
Necessary materials:	Paper, pen, your memory
Exercise:	Look at the objects and words on the following page for 1 minute. Next, hide the picture and try to write down everything you remember you saw and read on the picture.

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	  <p>Feedback</p>    <p>Customer</p> <p>Profile</p> <p>E-commerce</p>    <p>Social media</p> <p>Instagram</p> 
<p>What can you take from the results and what to do if your results are not satisfactory?</p>	<p>Now answer the following questions: Did you remember all words and objects? Which one did you forget? According to you, why?</p> <p>Do not worry if your results are not so good as you expected: concentration and memory are skills that have to be practiced, “memory is like a muscle, more it is used, the better it gets” Northern Michigan University</p> <p>On the internet you can find many techniques of memory, choose the one you prefer.</p>

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Exercise

Name of the exercise:	Challenge your inventiveness
Competence coverage:	Creativity
Source:	The critical thinking workbook, Global Digital Citizen Foundation, https://globaldigitalcitizen.org/
Time:	10-20 minutes
Purpose of the activity:	In this activity you will learn how to free your creative thinking and fantasy and how to join it with your technical attitudes. This activity is rather a game; however you may discover certain hidden capacities in yourself that will help you understand your own potential for making a chase and for being a creator and inventor.
What should you focus at?	Try to get rid of any kind of prejudice, any kind of limits. Try to get „out of the box“ and look at the problem from the perspective of an „alien“, someone who has never seen that thing. Try to make it as close as possible to your ideal image of it. As a me-commercer you will have to adapt many commonly used things to your own limits and capacities, especially in the matters of the size of your business, therefore this skill is very valuable and handy.
Necessary materials:	Piece of paper, pencils
Exercise:	<p>Everything around you—cars, buildings, even our personal electronic devices—all started with an idea. This is an exercise in creative visualization. In the space below, sketch out an idea for an invention or a concept you think would be cool. Some ideas are provided, but feel free to come up with your own.</p> <p>Suggestions:</p> <ul style="list-style-type: none"> - A portable source for charging a smartphone - A traffic system that doesn't rely on colours - A machine that turns trash into energy - A "green" vehicle - An all-new method of personal transportation - A new immersive gaming system - An idea for a tablet or smartphone app

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	<ul style="list-style-type: none"> - A challenging and fun new idea for a sport - A clever design for an interior space - An idea for a social networking domain <p>My Inventive Idea:</p> <hr/> <hr/> <hr/> <p>My sketch:</p>
<p>What can you take from the results and what to do if your results are not satisfactory?</p>	<p>After the completion of this exercise you can see where your limits are. Were you able to come up with something brand new? Did you consider the feasibility of the idea or you just set your imagination free? Answers on these questions could give you hints where to focus your future efforts at. It would be very helpful to have some of your friends to do the same exercise and then meet for a cup of coffee, compare your ideas and discuss them. Did your ideation go the same direction? Where were the differences? What personal features affected them? Where were the biggest differences? Mere conversation about these ideas may be an eye opened for you to see how inventive you are, or whether you should focus in developing your creativity.</p>



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Exercise

Name of the exercise:	Number maze
Competence coverage:	Creativity, critical thinking
Source:	Created by Rachel Lynette. All rights reserved http://www.rachel-lynette.com
Time:	30 minutes
Purpose of the activity:	<p>This exercise presents a problem, the resolution of a maze, something that could be very easy or very complicated. This type of exercises reflects the business reality because it is not always going to be easy to face the problems that arise.</p> <p>Besides giving a solution to the maze, it is also interesting the possibility of analyzing a problem from a creative perspective, knowing the problem. That is, design a maze.</p>
What should you focus at?	These types of exercises are designed to help to the future entrepreneur to develop his/her executive functions and decision making in a complicated situation while helping you develop skills such as persistence, concentration and the ability to solve problems. If you have your own company is very important to be more quickly than your competitors, for example, to develop a new strategy.
Necessary materials:	Piece of paper, pencils
Exercise:	Can you make it through this number maze? Start in the square in the upper left corner with the "3". You can then move 3 squares in a straight line in any direction. When you get to the next square you must move that many squares in a straight line - you pick the direction. Can you color a path that will get you to the star?

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3	6	5	2	4	3	1	3	6	3	5
1	5	4	7	2	1	5	4	5	1	3
4	2	5	4	5	2	3	2	5	4	2
2	1	4	1	2	7	4	2	1	7	1
6	5	2	6	1	3	5	1	2	5	3
2	4	6	3	5	2	4	5	4	2	3
4	1	5	7	4	6	6	1	5	4	4
8	4	3	1	3	5	3	3	5	2	1
1	4	9	2	5	2	4	2	2	7	6
3	7	2	2	1	3	7	6	6	4	2
6	1	2	3	4	3	4	1	1	2	1
7	2	8	3	1	3	4	3	2	1	★

What can you take from the results and what to do if your results are not satisfactory?

If you have successfully finished the maze, it means that you have a great power of concentration and decision-making, something that will be very useful for you in the business world.

In case you have not finished the maze within the given time, don't worry, it's just a matter of insisting, it's no matter how long it takes you to find the solution, the important thing is not to give up. While you are trying, you will be developing your persistence capacity.

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Exercise

Name of the exercise:	Meeting seating chart
Competence coverage:	Creativity, critical thinking
Source:	Created by Rachel Lynette. All rights reserved http://www.rachel-lynette.com
Time:	15 minutes
Purpose of the activity:	With this activity you will test your ability to analyze a situation and solve it in the most appropriate way.
What should you focus at?	As a future entrepreneur, whatever your goal, the first thing you must do to achieve it is to divide it in stages. For this, you need to carry out a planning, that is, to establish some phases of realization and order them in such a way that achieving the final objective is faster and more efficient. This exercise encourages the development of your planning capacity and is what you should focus on, to develop this capacity.
Necessary materials:	Piece of paper, pencils
Exercise:	<p>You have the job of assigning seats in a meeting, but you have a list of rules to follow. Use the rules to fill in the seating chart.</p> <p><u>RULES:</u></p> <ul style="list-style-type: none"> - There must be three men and three women in each group. - No one whose name begins with the same letter can sit in the same group. - No one whose name ends with a 'n' may sit in the same group - No one with three letters in their name can sit together. - Jimmy, Katie, Todd, and Cody, must all be in separate groups.

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Front

Back

Names:

Allen	Amber
Ben	Amy
Brad	Elly
Carl	Joy
Cody	Katie
Collin	Kayla
Jake	Kristin
Jimmy	Kimmy
Josh	Mary
Tad	Melody
Todd	Rachel
Travis	Talia

What can you take from the results and what to do if your results are not satisfactory?

In this type of exercise, a result is not sought; it's only to develop the planning capacity of the person concerned.

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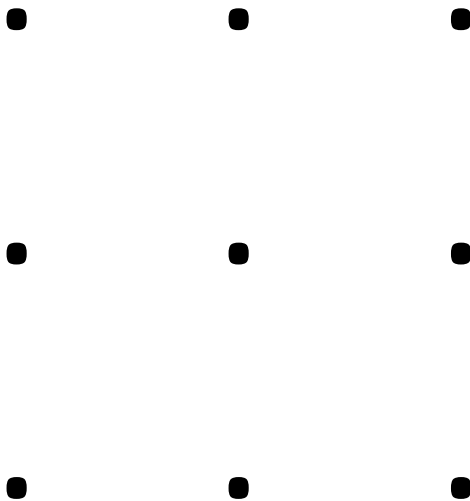


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Exercise

Name of the exercise:	9 dots
Competence coverage:	Creative thinking, problem solving
Source:	Created by Rachel Lynette. All rights reserved http://www.rachel-lynette.com
Time:	All the time you need to solve it
Purpose of the activity:	To express your creativity in thinking out of the box
What should you focus at?	The problem of the 9 points is a great classic of the tests that aim to evaluate the IQ of the people to whom it is submitted and is today a workhorse of the many who want to explain what creativity is, and how it works. It's an extremely simple test, in its essential lines, almost trivial: there are 9 points arranged so as to delineate a square... In this context, the exercise wants to test the ability to get out of boundaries: all those who face the game of 9 points with the self-induced belief that they cannot leave the borders will never be able to solve it. So after solving the exercise, transfer this truth to everyday life: try to get out of the box by finding alternative solutions in everyday life...
Necessary materials:	A pen
Exercise:	Connect these 9 dots using only four lines, and without lifting your pencil from the paper.

	
What can you take from the results and what to do if your results are not satisfactory?	<p>The problem of the 9 points is a great classic, instructive in demonstrating that our ability to solve problems is often very limited by acting in a perceptual context to which we are accustomed, and that often the phase of solutions starts from the consideration of completely different schemes, or the possible absence of the same. So do not be upset if you are not able to solve it, just few people solve do it (find on the internet the solution) but keep in mind that the possibility to face situations can be multiple.</p>




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Exercise

Name of the exercise:	Word patterns
Competence coverage:	Creative thinking
Source:	Michael Michalko, Creative thinking, http://creativethinking.net/
Time:	5 minutes
Purpose of the activity:	This exercise can help You to become more creative offering innovative products and services for the client/market using the combination of ideas and patterns.
What should you focus at?	The business handbooks, media and experts always stress the importance of creativity, necessity to stand out of the crowd. But the bicycle is already invented! I am sure you already faced situation when the solution seemed to be clear and obvious from first impression of the situation, but You changed Your mind completely after the deeper situation analysis or accidental approach. Me-commercer is a professional ready to give inputs for the business development from the different point of view. Try to follow Your emotions during the exercise: Do you find this attractive or trying?
Necessary materials:	-
Exercise:	Look at the picture below and read aloud the following colors as fast as you can: 

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	<p>Now quickly read aloud the colors of the following words ... not the words themselves, but the colors in which the words are shown:</p> <table border="1"> <tr> <td>red</td><td>green</td></tr> <tr> <td>blue</td><td>orange</td></tr> <tr> <td>black</td><td>blue</td></tr> <tr> <td>yellow</td><td>gray</td></tr> <tr> <td>red</td><td>pink</td></tr> </table>	red	green	blue	orange	black	blue	yellow	gray	red	pink
red	green										
blue	orange										
black	blue										
yellow	gray										
red	pink										
<p>What can you take from the results and what to do if your results are not satisfactory?</p>	<p>Difficult isn't it? No matter how hard you concentrate, no matter how hard you focus, you will find that it is difficult to read the colors aloud without becoming confused. The word patterns have become so strong in your brain that they are activated automatically whether you want them to be or not. This is why most of the time we see only one solution of the situation and find difficult to look at it from different perspective.</p> <p>Practicing such kind of exercises can help you stand out of the crowd "inventing the bicycle" and organize creative e-commerce solutions.</p> <p>Want to know more about it? Eager to improve your creative thinking? Try this: http://creativethinking.net/15-ways-to-jump-start-your-creativity/#sthash.lpb17o2a.dpbs</p>										



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Exercise

Name of the exercise:	Sell yourself creatively
Competence coverage:	Creativity, innovation
Source:	Michael Michalko, Creative thinking, http://creativethinking.net/
Time:	Unlimited
Purpose of the activity:	This exercise will help you exercise your brain to make a creative decisions in your daily professional life tasks implementation and provide creative decisions that will help you not to get lost in the crowd..
What should you focus at?	There is ten me-commercers offering me services. But you are the best. There is overload of shoes stores online. But mine is the best. Why? Imagine you are me-commercer, who wants to sell himself to potential client. What Would You like to say about you by your assemble?
Necessary materials:	Sheet of paper Items from your pocket/bag (at least ten items: money, business cards, pens, photos, credit cards, keys, coins, etc.)
Exercise:	<p>Now, go on with these 3 steps.</p> <p>1.Create an assemblage by using your collected pocket items:</p> <p>In your mind, imagine an assemblage that metaphorically represents you. Do not think about the materials you have in hand. Instead think about the shape you would like your assemblage to have. What are the rhythms you want? The texture? Where would you want it to be active? Passive? Where do things overlap and where are they isolated? Think in general and overall pictures, and leave out the details. Do not think about great art; just think about who you are and how you can represent yourself metaphorically.</p> <p>2.Form a more specific idea of the final assemblage. As you look at the paper, imagine the specific assemblage you want to create. Make sure</p>

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	<p>you've formed this image before you move to the next step. Place the items on the paper. Since the composing stage is already done, it's time to bring your creation into physical existence. How closely did it come to your conception?</p> <p>3. Become a critic for the assemblage. Look at it for its own sake, independent of the fact that you have created it. Take the items off and go through the same procedures. Make the assemblage again.</p>
<p>What can you take from the results and what to do if your results are not satisfactory?</p>	<p>By conceptualizing and using materials you had on hand, you created an artistic assemblage from nothing.</p> <p>If you performed this exercise every day with different objects, you will become an artist who specializes in rearranging different objects into art. It is the activity that turns on the synaptic transmissions in your brain that turn on the genes that are linked to what you are doing, which is responding to an environmental challenge (i.e., the making of an assemblage).</p> <p>We could metaphorically compare this to weight lifting. If you want to build muscles, you lift weights. If the weight is heavy enough, it's going to damage the muscles. That damage creates a chemical cascade and reaches into the nuclei of your muscle cells, and turns on genes that make proteins and builds up muscle fibers. Those genes are only turned on in response to some environmental challenge. That's why you've got to keep lifting heavier and heavier weights. The phrase, "No pain no gain," is literally true in this case. Interaction with the environment turns on certain genes which otherwise wouldn't be turned on; in fact, they will be turned off if certain challenges aren't being faced.</p> <p>The same is true in the brain. When you are producing creative ideas and products, you are replenishing neurotransmitters which are linked to genes that are being turned on and turned off in response to what the brain is doing, which in turn is responding to challenges. When you go through the motions of being creative, you are energizing your brain by increasing the number of contacts between neurons. The more times you act, the more active your brain becomes and the more creative you become.</p>



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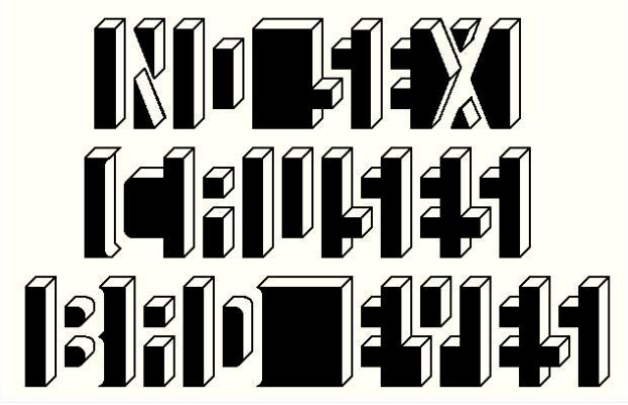
Exercise

Name of the exercise:	Different perspectives for problem solving
Competence coverage:	Problem solving, critical thinking, creativity
Source:	Michael Michalko, Creative thinking, http://creativethinking.net/
Time:	5 – 10 minutes
Purpose of the activity:	This creative thinking technique will help you gain different perspectives when faced with challenges, and they will enable you to look at the same information as everyone else and see something different.
What should you focus at?	Have you ever tried to solve problem by thinking through several rooms of it? This exercise will help You to focus on the process of problem solving and how you can use it to break through life's/ career most difficult challenges. Look at this task as a primary problem solving method that will help you to break down any obstacles that stand in your way.
Necessary materials:	Illustration provided below.
Exercise:	<ol style="list-style-type: none"> 1. Look at the illustration bellow. At first impression - it appears to have no meaning. If you continue looking at it from your initial perspective, you will see nothing. 2. Step back from your computer and view the illustration from a distance or from an angle 3. Try to see a message.

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<p>What can you take from the results and what to do if your results are not satisfactory?</p>	<p>Found it difficult? Task was Easy and clear from the first impression? This exercise could show your ability to deal with the problems and find the best approach to it. Sometimes it is not very easy, still helps You concentrate and overcome it.</p> <p>Even me-commercer has to ready to provide several problem solutions options or analyze it from the point of view of microenterprise owner, still one of the many ways in which our mind attempts to make life easier is to solve the first impression of the problem that it encounters. Like our first impressions of people, our initial perspective on problems and situations are apt to be narrow and superficial. We see no more than we've been conditioned to see — and stereotyped notions block clear vision and crowd out imagination. This happens without any alarms sounding, so we never realize it is occurring.</p> <p>Once we have settled on a perspective, we close off but one line of thought. Certain kinds of ideas occur to us, but only those kinds and no others. What if the crippled man who invented the motorized cart had defined his problem as: "How to occupy my time while lying in bed?" rather than "How to get out of bed and move around the house?"</p> <p>Keep on practicing this exercise solving some ongoing problem with this solving tactic.</p>



Exercise

Name of the exercise:	Can you think outside the box?
Competence coverage:	Creativity, problem solving
Source:	Michael Michalko, Creative thinking, http://creativethinking.net/
Time:	5-10 minutes.
Purpose of the activity:	This creative thinking technique will help you gain different perspectives when faced with challenges, and they will enable you to look at the same information as everyone else and see something different.
What should you focus at?	One of the most important skills you can have in the business world is to be able to think outside the box. You take the same information that everyone else has and look at it differently, often finding a better way to solve problems and make your business more efficient and profitable. Most people falsely think that you're either born a creative thinker or not. The truth is creative thinkers intuitively know how to think—and be—outside the box. Not only can this skill become second nature, but <i>anyone</i> can master it using the following exercise.
Necessary materials:	-
Exercise:	<p>Below are four simple questions. Try to answer all of them before looking at the answers.</p> <ol style="list-style-type: none"> 1. How do you put a giraffe into a fridge? 2. How do you put an elephant into a fridge? 3. The King of the Jungle is holding a meeting for all of the animals. One of them is not there. Which one? 4. You are standing on the bank of an alligator infested river and have to get to the other side. What do you do? <p>A survey found out that approximately 90% of managers are likely to incorrectly answer all of the questions. Many school children under the age of six will actually get these questions right. What does this say</p>

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	<p>about management thinking?</p> <p>And now for the answers to the four questions above:</p> <ol style="list-style-type: none"> 1. Open the fridge, put the giraffe inside, and then close the fridge. 2. Open the fridge, remove the giraffe, put the elephant inside, and close the fridge. 3. The elephant. The elephant is in the fridge. 4. You swim across the river because all the alligators are attending the meeting.
<p>What can you take from the results and what to do if your results are not satisfactory?</p>	<p>This is what the questions are trying to find out:</p> <ol style="list-style-type: none"> 1. Checks to see if you try to make simple things complicated and make assumptions about problem boundaries. Nobody actually said that the fridge was not big enough to put a giraffe inside! 2. Tests your ability to consider previous actions. Who says that they are four separate questions? <p>As the me-commercer You will face similar situations quite often - people directly involved in their daily business activities often are not able to recognize the simple problems solutions. This is chance for the me-commercer - think out of the box and sell your idea. This will help both of you “stand of the crowd”.</p>



Exercise

Name of the exercise:	What would happen?
Competence coverage:	Creativity, critical and constructive thinking, problem solving
Source:	The critical thinking workbook, Global Digital Citizen Foundation, https://globaldigitalcitizen.org/
Time:	20 - 30 minutes.
Purpose of the activity:	This exercise is designed to help you think laterally and discover new ways of looking at the world.
What should you focus at?	This exercise will make you eventually step outside the box and look at the problem from outside. Try to involve your imagination as much as possible. Do you ever think about things that might happen if.....? Have you ever come up with a solution no one else had considered? Can you call yourself an innovator, or even an inventor?
Necessary materials:	-
Exercise:	<p>Answer these questions using creative and constructive thinking. You can use as much detail as you like. For fun, try to think of your own "What Would Happen?" questions!</p> <p>What would happen if ...</p> <p>... there were suddenly no computers, tablets, or phones of any kind anywhere on Earth?</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>... we had to live in a world without electricity?</p> <hr/> <hr/> <hr/>

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	<hr/> <hr/> <hr/> <p>... you woke up one morning to discover you had changed into a cartoon character?</p> <hr/> <hr/> <hr/> <hr/> <hr/> <p>... all the animals in the world could suddenly communicate with us in our own language?</p> <hr/> <hr/> <hr/> <hr/> <hr/> <p>... you discovered your best friend was a superhero?</p> <hr/> <hr/> <hr/> <hr/> <hr/>
What can you take from the results and what to do if your results are not satisfactory?	<p>After this exercise you should receive a feedback about your ability to solve the difficult problem using the limited resources, find new solutions and defend them. In the business you will have to take small as well as big decisions and always consider some „what ifs“. Certain level of risk is a part of the game, but it is always better to have several options to choose from. Were you able to find a feasible solution for all questions? Did you propose also some non-realistic (funny) solutions? If yes, can you tell why you chose this approach? As all of the exercises in this part of the course, this one also provides some feedback you can learn from without having it explicitly expressed. Are you happy with your performance? Do you feel there is a space for improvement? Just go ahead.</p>



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Exercise

Name of the exercise:	You know the rules
Competence coverage:	creativity, decision-making, critical thinking
Source:	The critical thinking workbook, Global Digital Citizen Foundation, https://globaldigitalcitizen.org/
Time:	10 - 15 minutes.
Purpose of the activity:	The rules and laws we have in life are meant to guide us and protect us, and to keep order in our society.
What should you focus at?	Human nature is complicated – making rules for others may differ from making rules for yourself or your family. In this exercise you will train your ability to stay realistic and consistent. It is not that easy to follow the rules and be a good example for others, unless your character is crystal clear. What are the powers that rule the world? Who do the people listen to? How come some rules are so easy to follow and some not? Who does not follow the rules? How does it make you feel if someone does not follow the agreed rule?
Necessary materials:	-
Exercise:	<p>Imagine that you get to make 3 rules that everyone in the world must follow. What rules would you make and why?</p> <p>Rule No. 1 _____</p> <p>I chose this rule because:</p>

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What can you take from the results and what to do if your results are not satisfactory?



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Exercise

Name of the exercise:	Making choices
Competence coverage:	creativity, decision-making, critical thinking
Source:	The critical thinking workbook, Global Digital Citizen Foundation, https://globaldigitalcitizen.org/
Time:	10 minutes
Purpose of the activity:	Part of life is being able to strike a healthy balance between our needs and our wants. It's also about focusing on what we consider to be truly important.
What should you focus at?	Try to step away from the daily life and try to see a bigger picture. What are your life priorities? Have they changed during your life? If yes – what were the reasons? Do you have friends with completely different set of the life priorities? How do you feel about it? Do you think you can influence their point of view? As a me-commercer you will have to be a minimalist. This basically means – to be able to be happy with very little resources and to be able to make the most of it.
Necessary materials:	-
Exercise:	<p>Imagine you can have any 3 things that you want. In return you must give away three things that you already have. What do you want and what will you give away, and why?</p> <p>What I choose to have</p> <p>1</p> <p>2.....</p> <p>3.....</p> <p>I would want these things because:</p>

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Exercise

Name of the exercise:	Definition of personal decision making style
Competence coverage:	Decisive judgement, Critical/Creative thinking, Problem analysis/solving, Vision and Goal Setting
Source:	The Pathfinder (author: Nicholas Lore)
Time:	Unlimited
Purpose of the activity:	This exercise will help You to define Your personal decision-making model to stress the importance of being prepared to make effective decisions when faced with difficult problems.
What should you focus at?	“Able to work under pressure” - powerful and correct phrase from most of our CV's? But have You ever really consider, how You come up to the decisions in stressful situations that might have big influence to Your life? This exercise to find out Your decisions making style in high importance situations. Try to honest with Yourself - now You are the boss and decision maker for me-commerce.
Necessary materials:	Necessary materials: paper, pen
Exercise:	<p>Try to remember and write down 3 important decisions you have made over the last few years:</p> <ol style="list-style-type: none"> 1. 2. 3. <p>Now try to analyze each of them using this questions:</p> <ul style="list-style-type: none"> ● What models and styles did you use to make each of these decisions? ● Did you start with one method and then switch to another? ● How well did this method(s) work for you? ● Did you get what you wanted?

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Exercise: Definition of personal decision making style

	<ul style="list-style-type: none"> • How well has the decision held up over time? • If you didn't feel you made the right decision, how did the method fail you? • If you switched to another method, could the outcomes be improved?
What can you take from the results and what to do if your results are not satisfactory?	<p>People make decisions using different styles. Some like to be logical and rank their options using a scale. Others like to use more subjective factors like their feelings and gut instincts. Yet another method would be to speak with others whose opinions you respect and trust. It is a good idea to use all three methods in making your decisions. First, look at your options objectively in terms of how it measures up to your desires, priorities, and needs. Then look at your options subjectively and gauge which options feel right. Finally, consult a few people you believe would have the ability to help you accurately assess your options – this might be a mentor, a trusted colleague, a significant other, or a career counselor. Once you have thoroughly considered all your options, make a commitment to move forward and take action on your decision!</p> <p><i>What to know more about the decision making styles? Follow these links:</i></p> <p>https://study.com/academy/lesson/decision-making-styles-directive-analytical-conceptual-and-behavioral.html</p> <p>http://ebusinessmgmt.blogspot.lt/2010/04/decision-making-styles.html</p> <p>http://the-happy-manager.com/articles/definition-of-decision-making/</p> <p>https://www.entrepreneur.com/article/249792</p> <p>https://seapointcenter.com/decision-making-styles-and-when-to-use-them/</p> <p>https://www.kent.edu/career/discover-your-decision-making-style</p>

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Exercise

Name of the exercise:	Your action plan
Competence coverage:	Planning
Source:	Bluebook srl
Time:	40 minutes
Purpose of the activity:	Carrying out a planning where the objectives are reflected, the resources we need to achieve them, the obstacles we face ... it will be much easier for us to have a clear general idea when setting up our own online business
What should you focus at?	Before you start, take a few minutes to think about how you would define yourself and where you want to go based on who you are now. For this, you will consider the values that will guide your path as well as the aspirations that you have. You must think carefully about the objective you want to achieve and analyze in depth each of the challenges you will have to face. To get this first plan to be accurate you must be very honest with yourself...
Necessary materials:	A sheet and a pen.
Exercise:	<p>To perform this exercise we only need a pen and paper. Below you will see some tables you have to complete with your long and short term professional objectives, with the way to get it, the tools you have for it, the obstacles you could face ...</p> <p>GOAL</p>

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	<p>CURRENT REALITY:</p> <p><u>RESOURCES</u></p> <p><u>OBSTACLES</u></p> <p><u>POSSIBLE OPTIONS</u></p> <p><u>WHO CAN HELP ME?</u></p>
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2

What can you take from the results and what to do if your results are not satisfactory?	People who set their own learning goals have more confidence to take on more challenging tasks, regardless of their ability. Their motivation to improve and master a task is improved and their self-esteem remains strong, even in the case of failure. Without specific objectives, the entrepreneur can't measure progress with what he had planned. So, you need to have a clear vision of your business idea.	3
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Exercise

Name of the exercise:	The dot concentration exercise
Competence coverage:	Concentration
Source:	Bluebook srl
Time:	20 minutes, at least, but it depends on your ability
Purpose of the activity:	To try to improve your ability of concentration
What should you focus at?	<p>Concentration is, according to Merriam-Webster dictionary:</p> <ul style="list-style-type: none"> - the act or process of concentrating; - the state of being concentrated; - direction of attention to a single object. <p>When you are concentrated your mind is focused, exclusively, on what you are doing (reading or studying or working), on what you are watching, on the person you are listening or you are talking to. Concentration involves two major skills or abilities: exclusion and focusing.</p> <p>Exclusion is the ability to exclude, or keep out distractions and interruptions that take your mind off your activity.</p> <p>Focusing is the skill of directing your attention to the activity you are doing. So for a Me-commercer it is a skill you should not miss.</p>
Necessary materials:	A timer and four cards containing one, two, three and four dots (see the four following pages).
Exercise:	<p>Set the timer for five minutes. Look at a card one until you have a very good idea of that single spot. Close your eyes and only think of that spot. If any other thoughts come into your mind, simply bring back your focus to that one spot. Cease the exercise when the timer goes off.</p> <p>Your goal in this exercise is to keep that single spot visualized for five minutes and allow nothing else to interfere with your concentration. When you have very few breaks in your concentration, move on to card two with the two spots and repeat the exercise. Continue this practice until you can keep the two dots in your mind for the full five</p>

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Exercise: The dot concentration exercise

	minutes. When you can do this with card four and its four dots, you will have exercised your concentration enough :)	2
What can you take from the results and what to do if your results are not satisfactory?	The goal of the exercise is to arouse awareness on how concentration can be difficult. It is likely that, during the exercise, somebody have called you or your thoughts have tried to come into your mind or a noise has distracted you, but, regardless of how the exercise went, you are now aware of the process of concentration: try to make this exercise when you listen to people or read an article or make your job. To be concentrated it is always very useful.	



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Exercise

Name of the exercise:	Know yourself
Competence coverage:	Awareness of own strengths and capacities
Source:	-
Time:	20 minutes
Purpose of the activity:	The purpose of this activity is to know your weaknesses and strengths in front of other entrepreneurs and define the opportunities and threats that you could face in your business (or at any other aspects of your life). This tool is known as a SWOT analysis
What should you focus at?	You should focus on analyzing your own strengths and opportunities and trying to develop your weaknesses or avoid the threats.
Necessary materials:	A sheet and a pen.
Exercise:	<p>Analyze yourself and try to estimate the following characteristics. Try to be as precise as possible. You can ask yourself the following questions:</p> <p>Weaknesses: What could I improve? What are my weaknesses in comparison to the others?</p> <p>Strengths: What am I good at? What makes me different?</p>

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	<p>Threats: What do my competitors do? What kind of event could reduce the market in which I want to operate?</p> <p>Opportunities: What kind of event could increase the market in which you want to operate? Is there any way to reduce the costs?</p>
<p>What can you take from the results and what to do if your results are not satisfactory?</p>	<p>The results of this exercise will help you to define the characteristics of business in which you want to become a successful entrepreneur. You can use the results for your marketing and business plan, or even for your personal development plan.</p>



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Exercise

Name of the exercise:	The right question
Competence coverage:	Self-motivation
Source:	Bluebook srl
Time:	15 minutes
Purpose of the activity:	This is an exercise to reflect on auto-motivation reasons
What should you focus at?	In order to achieve good results, and great ambitions, it is necessary to have, at first great ambitions, but of course also a strong willpower, determination and, above all, the conviction of being able to cut our goal.
Necessary materials:	A sheet and a pen.
Exercise:	<p>Think carefully about your experience and ask yourself: "what motivates me the most?"- it is a question to which only we can give an answer - and make a list of your motivations.</p> <p>To do this, just close your eyes and try to feel the emotions of pleasure or discomfort that every situation causes.</p> <p>There are people who love challenges, others who hate competitions; some are stimulated by money and power, others want a life based on relationships and mutual help. Every motivation depends on our personal growth and our direct and indirect experiences.</p> <p>To help yourself in this exercise think about what represent for you a prize or a punishment.</p>

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What can you take from the results and what to do if your results are not satisfactory?	In order to cultivate your auto-motivation you have to be aware of things give you energies, performing this exercise you will discover many aspect of your behavior on which probably you are not used to think about. Try in your daily life the attitude to question yourself: this is just a starting point not an arrival!
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