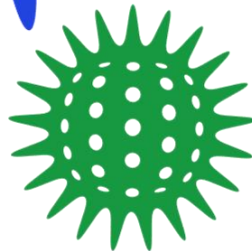
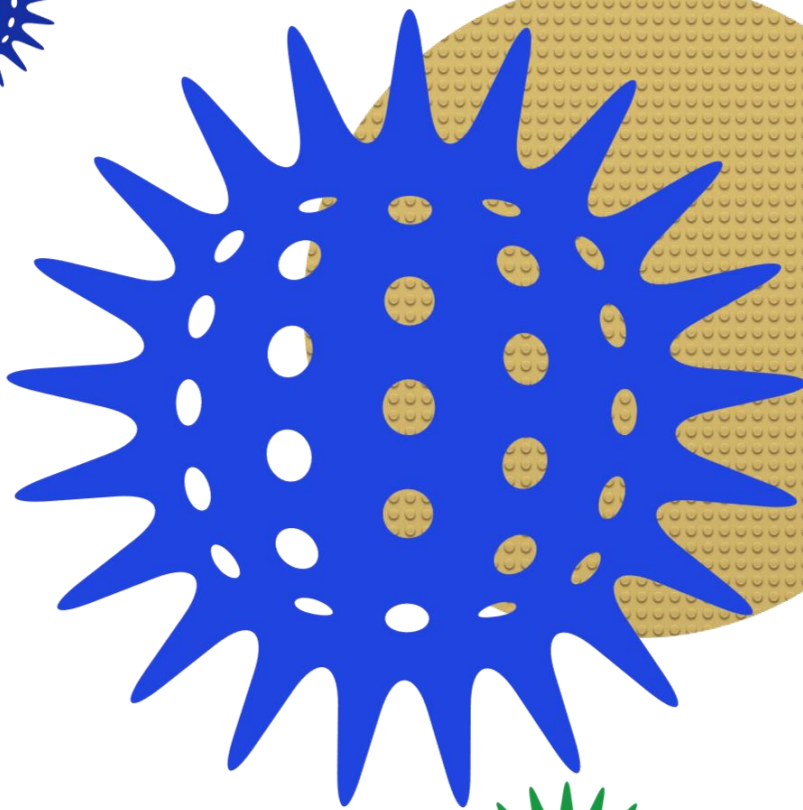
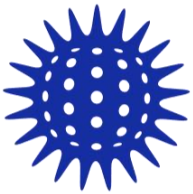
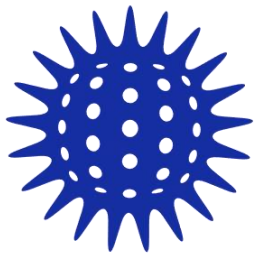


# MAPUTIATOTA'S CORONA-STUCK NANO EBOOK 12



**PRACTICAL TIPS ON WHAT  
TO DO WHILST STUCK AT  
HOME.**

Live productively during the  
Corona Virus lockdown!

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## Introduction

Welcome back dear reader. Thank you for your consistency! This is the **twelfth** book in a **14 part** nano-ebook series. Just in case you've forgotten, I'm Maputiatota\*, and I live in this amazing country, Zimbabwe. Very little content is available about how to live **productively** during the Corona Virus lockdown, and I am on a mission to leave you better than you were when the lockdown began.

Time to DIVE IN!

## DOCUMENTS YOU MUST ALL HAVE

The **things** which are **most** important **don't** always **scream the loudest**. That is a quote from Bob Hawke. Wise man he must have been. In this nano book I'll explain the key documents (and things) that everybody must have.

### **Academic Certificates**

I don't think it would be a bad assumption to say that virtually everyone in Zimbabwe has been educated to some certain degree. Some ended school in Grade 1, some just after Form 4,...and the list goes on. One very good thing about the education system is that you get some sort of documentation indicating that you did indeed go through the stages of education you would have said you have gone through. Lets have a look at common documents that one can get and why they are important.

**Grade 7 certificate** – Well I dunno if this still works, but in my days, this was quite useful for applying for Form 1.

**Form 1 – 6 report cards** – These are very useful. Case study: Me

Back then when I was still a high school kid, I would bring my reports every term. I would keep my reports in a very shelf that was just for my academic documents. I did this from Form 1 right up to Form 4. After passing my Form 4 exams, it was time for me to choose a combination. Many people get lost at this stage. I was advised to simply take my report cards, categorize the subjects present into 3 – Sciences, Arts and Commercial. I would then choose the category in which I had no problems. I was Ok when it came to Commercial, I wasn't so good in the Arts (because in some subjects it was said that I wasn't creative, and in the others my marks would never go above 65%), and I excelled in the Sciences. I used the information from the past to make an educated decision. Keep those report cards safe after the lock-down!

In addition, if you get a scholarship (it is actually possible to get one without any "links" at all. No influential relatives. Very possible), they may want to see your academic performance in the past.

**"O" Level** and **"A" level** Certificates – If you haven't collected your certificates and still have that printout with your results, then soon after its safe to walk around, make sure that you get your certificates!

**Transcripts & Certificates** for your **Diploma / Degree** (or both) – if you haven't collected your transcript, or certificate, or both, make sure that you collect this very important piece of documentation as soon as it is safe to roam around.

**Professional membership documents** – if you have joined a board e.g. ACCA, IEEE, ZIE, CSZ, etc. make sure you have those documents ready. If there are any upgrades you want to do, make sure that you have all the pre-requisite

documents so that when the lockdown ends, you will be prepared to make the relevant upgrades.

Why do I say it is important to have these documents? Because opportunities are like the weather. They are unpredictable. They come to the prepared. When you least expect it, you may get a life-changing opportunity. For example, say there is a company online that has discovered that it urgently needs somebody to do remote work for them. A key requirement is for the candidate to upload their certificate. How are you going to get your certificate now? If it's a degree, which university is open? If it is a diploma, then which polytechnic is open? Just like that you lose out. That's how it happens.

In fact let's talk more about this issue of being prepared. "Luck" is when preparation meets opportunity. Some people claim that life is unfair and that all they can do is to claim to have bad blood, be helpless and complain. They see some people get opportunities, and they see those same people continue to get opportunities. They then say that the person is "lucky" or that the opportunity is for them. I don't agree with that.

We are what we repeatedly do. Excellence, then, is not an act, but a habit – Aristotle. People who get good opportunities are simply people who have systems that work for them. They are always ready because they have the relevant certificates, they spend their time hunting for opportunities (we'll talk more about this tomorrow), they backup their data (and don't get affected at all when their laptop with their final project crashes), they have secure passwords (and don't get hacked as often as those who don't), they feed their mind with good material (that I explained in nanobook 4) and through all this, they are always prepared.

### ***National Identity Card***

I don't need to explain this one. If you don't have one, get one soon after this lockdown ends and it is safe to roam around.

### ***Driver's license***

Well this is an essential document. You need to have one. If you can't get one now, then worry not – add it to your wish list. If you already have one, then make sure that you collect that metal disc as soon as it is safe to move about.

### ***Passport***

Opportunities can just appear from nowhere. What if you get a brilliant opportunity to go do something in another country for a while? What if you need to have the passport ASAP to take advantage of that opportunity? Think about it. If you do have a passport, do make sure to make a secure backup so that if your documents get stolen abroad, you will have a digital copy. This will really help.

## **Marriage Certificates**

Married? Congrats! Do you have that marriage certificate? If not then make sure you get it!

And for the last one...this one is going to be a bit controversial. This is because we Africans don't traditionally like talking about death, however, avoiding the issue causes more problems than just confronting it.

## **Will**

Human beings are the strangest of creatures. They pretend for most of their lives. Don't understand what I'm saying? Well pretend to get very sick – to that point where it is said that it's a matter of days until you proceed to the afterlife. You will be shocked to see how eager some of your seemingly close companions will be to raid your personal property and leave your family with nothing.

Get a will. Leave your descendants with peace of mind. Do it now. Start writing.

PS. Writing a will doesn't mean that you will die soon after writing it. It's okay. Get that pen and paper now.

## **Conclusion**

That's it for today. Tomorrow will be about preparing for the end of the lockdown.

I hope you enjoyed it. For more material, feel free to head over to my blog <https://maputiatotablog.wordpress.com>

I'm available on Instagram @ maputiatota, and on Twitter @ maputiatota  
Don't be shy to say hi!