**Goal Setting & Action Plan**

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**Goal Set for :** From 28th May,2025 To 31st July, 2025

1. **Task Listing:** Begin by compiling a list of tasks you must accomplish for the **upcoming week**. Include **NPC Program related, work-related and personal tasks**. This list can range from small to large tasks. Write the task in the below table (Add rows as needed):

|  |  |
| --- | --- |
| **TASK LIST** | |
| 1. | Complete Course 4: Python for Data Science and AI |
| 2. | Complete Course 5: Python Project for Data Analysis |
| 3. | Complete Course 6: Databases and SQL for Data Science |
| 4. | Complete Course 7: Data Analysis with Python |
| 5. | Complete Course 8: Data Visualization with Python |
| 6. | Complete Course 9: Data Analyst Capstone Project |
| 7. | Complete Course 10: Generative AI Enhance your Data Analytics Career |
| 8. | Complete Course 11: Data Analyst Career Guide and Interview Preparation |
| 9. | Submitting Assignments |
| 10. | Interview Preparation |
| 11. | Submit Job application |
| 12. | Sending follow-up emails for applied jobs |
| 13. | Doing hands-on exercises on the learning path |
| 14. | Cooking |
| 15. | Grocery shopping |
| 16. | Call family |
| 17. | Cleaning |
|  |  |

1. **Eisenhower Matrix:** Once you have your list, categorize each task into one of four quadrants of the Eisenhower Matrix:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Quadrant 1 (Urgent and Important)** | **Quadrant 2 (Not Urgent but Important)** | **Quadrant 3 (Urgent but Not Important)** | **Quadrant 4 (Not Urgent and Not Important)** |
| 1. | Submitting Assignments | Complete Course 4: Python for Data Science and AI | Cooking | Call family (I can minimize or send messages) |
| 2. | Submit Job Application | Complete Course 5: Python Project for Data Analysis | Grocery shopping |  |
| 3. | Interview Preparation | Complete Course 6: Databases and SQL for Data Science | Cleaning |  |
| 4. | Sending follow-up emails for applied jobs | Complete Course 7: Data Analysis with Python |  |  |
| 5. |  | Complete Course 8: Data Visualization with Python |  |  |
| 6. |  | Complete Course 9: Data Analyst Capstone Project |  |  |
|  |  | Complete Course 10: Generative AI Enhance your Data Analytics Career |  |  |
|  |  | Complete Course 11: Data Analyst Career Guide and Interview Preparation |  |  |
|  |  | Doing hands-on exercises on the learning path |  |  |

1. **Allocating Time Blocks:** Now, Focus on the tasks in the first three quadrants (Quadrants 1, 2, and 3) and allocate specific time blocks for each task.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Time** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  | 1 hr | 1 hr | 1 hr | 1 hr | 1 hr |
|  | 2hr | 2hr | 2hr | 2hr | 2hr |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Google Calendar Integration:**
   1. Once you've allocated time blocks, set it up on your Google Calendar by adding events for each task.
   2. Here’s a tutorial on [**How to Time Block with Google Calendar**](https://www.youtube.com/watch?v=oRERuvvVYG4)
   3. **Once completed, paste a screenshot of your Google calendar here:**
2. **Submission: Upload the copy of this document that you have filled out onto Blackboard.**
3. **Adaptability:** Remember that plans might need adjustments due to unexpected events or changes. Flexibility is key to effective time management.

By following these steps, you'll be able to focus on tasks that align with your goals, manage your time efficiently, and use your Google Calendar to keep you on track throughout the week.