

Career Action Plan

Name: Khalid Salim

Track: CAI3_AIS4_G1

Top 3 interests for your career	<ul style="list-style-type: none"> • Problem Solving • Learning & Skill Development • Team Player
Top 3 current skills	<ul style="list-style-type: none"> • Problem Solving • Learning & Skill Development • Honesty
Skills to be developed	<ul style="list-style-type: none"> • Time Management • Negotiation Skills • Networking
Career SMART goals	<ul style="list-style-type: none"> • Time Management: Arrange my sleeping cycle, and apply GTD & Time Blocking by October 2025 • Negotiation Skills Learn & master 5 Negotiation Skills especially for freelancers by November 2025 • Networking Make relationships with 3 like-minded people by December 2025
Resources	<ul style="list-style-type: none"> • Time Management: Tiago Forte GTD course Simpletivity Time Blocking video (& Other YouTube videos on the subject) Udemy: محمد علي - تعلم التخطيط الفعال لتنظيم حياتك ومشاريعك Edraak.org: دورة إدارة وتنظيم الوقت وتمالك الضغوط • Negotiation Skills Edraak.org: دورة إتقان فن التفاوض Book: Never split the difference by Chris Voss • Networking LinkedIn: article contributions, group comments, posts regarding DS, Webinars Meetup.com: Online webinars and meetings

<p>Action steps</p>	<ul style="list-style-type: none"> Time Management: <ol style="list-style-type: none"> Tiago Forte GTD course in 1 week Simpletivity Time Blocking & YouTube videos: 1 Week <p>Udemy: تعلم التخطيط الفعال لتنظيم حياتك ومشاريعك – محمد علي - 1 Week</p> <p>Edraak.org: دورة إدارة وتنظيم الوقت وتمالك الضغوط – 1 Week</p> Negotiation Skills <p>Edraak.org: دورة إتقان فن التفاوض – 1 Week</p> <p>Book: Never split the difference by Chris Voss – 3 Weeks</p> Networking <p>LinkedIn: 5 article contributions, 20 group comments, 10 posts regarding DS, 3 Webinars</p> <p>Meetup.com: 4 Online webinars and meetings</p>
<p>Challenges</p>	<ul style="list-style-type: none"> Lack of time (Time Management again) Conflicts with DEPI schedule Conflicts with training schedule Shyness in meetings because of my introvert nature
<p>Solutions</p>	<ul style="list-style-type: none"> Apply time management techniques Apply Priority: Attend in-person events that agree with my schedule Attend webinars that agree with my schedule Watch webinar recordings for those that conflict with my schedule