**Career Action Plan**

**Name: Khalid Salim Track: CAI3\_AIS4\_G1**

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| **Top 3 interests for your career** | * Problem Solving * Learning & Skill Development * Team Player |
| **Top 3 current skills** | * Problem Solving * Learning & Skill Development * Honesty |
| **Skills to be developed** | * Time Management * Negotiation Skills * Networking |
| **Career SMART goals** | * 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** | * 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 |
| **Action steps** | * Time Management:  1. Tiago Forte GTD course in 1 week 2. Simpletivity Time Blocking & YouTube videos: 1 Week   Udemy: محمد علي - تعلم التخطيط الفعال لتنظيم حياتك ومشاريعك – 1 Week  Edraak.org: دورة إدارة وتنظيم الوقت وتمالك الضغوط – 1 Week   * Negotiation Skills   Edraak.org: دورة إتقان فن التفاوض – 1 Week  Book: Never split the difference by Chris Voss – 3 Weeks   * Networking   LinkedIn: 5 article contributions, 20 group comments, 10 posts regarding DS, 3 Webinars  Meetup.com: 4 Online webinars and meetings |
| **Challenges** | * Lack of time (Time Management again) * Conflicts with DEPI schedule * Conflicts with training schedule * Shyness in meetings because of my introvert nature |
| **Solutions** | * 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 |

**Comments:**

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