

ACADEMIC YEAR: 2020 – 2021

YEAR / SEMESTER: S.E. – I

DEPARTMENT: COMPUTER ENGINEERING

SUBJECT: BUSINESS COMMUNICATION SKILLS

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Class: SE–1 (E-1)

Assignment: 02

Date: 26 – Aug – 2020

TITLE	Personal & Career Goal setting
PROBLEM DEFINITION	To set personal & career short – term & long – term goal
OBJECTIVE	To get first–hand information about the individuals background, technical skills , other skills , achievements , future goals , hobbies.
SOFTWARES	Microsoft Word document
STEPS	<ol style="list-style-type: none">1. Get in State2. Brainstorm Your Life Goals3. Prioritize4. Choose the Top 3 Goals5. Set Deadlines6. Create an Action-Plan7. Start Now with Your #1 Goal

Goals:

Personal Short Term Goals	Personal Long Term Goals	Career Short Term Goals	Career Long Term Goals
<ul style="list-style-type: none">• Build Network on Professional Sites• Teamwork Skills• Improve Styling Sense	<ul style="list-style-type: none">• Social Communication Skills• Serve to Society• Travel the World	<ul style="list-style-type: none">• 9.5+ Pointer till the end of current semester• Cover all basic Data structures and Algorithms• Build strong portfolio in web development (at least 4 good projects)	<ul style="list-style-type: none">• Explore all fields in CSE• Research in Algorithms and their analysis (at least 2 research papers at international conference)• Get placement at FAANG

Action Plan:

Personal Goals:

- Meet new peoples and be active on social media (Spend everyday 30 min in the morning on this activity)
- Take part the clubs in the college. Be active in discussions and get your idea thoroughly examined by teammates. (Currently working in the front end development group for a project)
- Try to understand comfortable and good looking styling sense (While buying new thing I am checking all possible options and also the comfort levels of available options)

Career Goals:

- Try to understand concepts taught in the class on that day itself. (Spending half hour everyday after the college to revise the stuff)
- Make use of internet to find good resources and learn them properly. (Spending 3 hours everyday to learn and practice algorithms)
- Try to learn new technologies in web and try to implement them with the help of projects. (Spending 2 hours everyday to learn bootstrap and currently working on a web project given by college club)

Conclusion:

Once it was said that “Goals in a life defines that you are an alive person. Otherwise, without goals why are you living?”

Through this analysis I got more clear ideas about my future goals. I make action plan which will help me to guide on the way in this journey. Now I clearly know **what to do and when to do**. I think this was worth the time spend and help me to shape my future in better way.

Thank you.