**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

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| **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** | 1. Get in State  2. Brainstorm Your Life Goals  3. Prioritize  4. Choose the Top 3 Goals  5. Set Deadlines  6. Create an Action-Plan  7. Start Now with Your #1 Goal |

**Goals:**

**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 tought 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.