

## Setting up Personal and Professional Goals

Goal type	Short term <1 year	Medium term 1-5 year	Long term 5-10 years
Personal	<p><i>Improve communication skills</i></p> <p><b>Next best steps:</b></p> <ul style="list-style-type: none"><li>• <i>Read relevant material and watch content on how to enhance communications skills.</i></li><li>• <i>Do not avoid social gatherings in the coming week</i></li></ul>	<p><i>Apply and explore options for further education abroad.</i></p>	<p><i>Run my own entrepreneurial venture.</i></p>
Professional	<p><i>Attain a performance increment</i></p> <p><b>Next best steps:</b></p> <ul style="list-style-type: none"><li>• <i>Meet all the deadlines for the active project</i></li><li>• <i>show initiative to work on new projects</i></li></ul>	<p><i>Attain a significant work promotion.</i></p>	<p><i>Set up my own venture or business.</i></p>

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