



# MY GOAL PLANNER

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Master The Art Of Successful Career

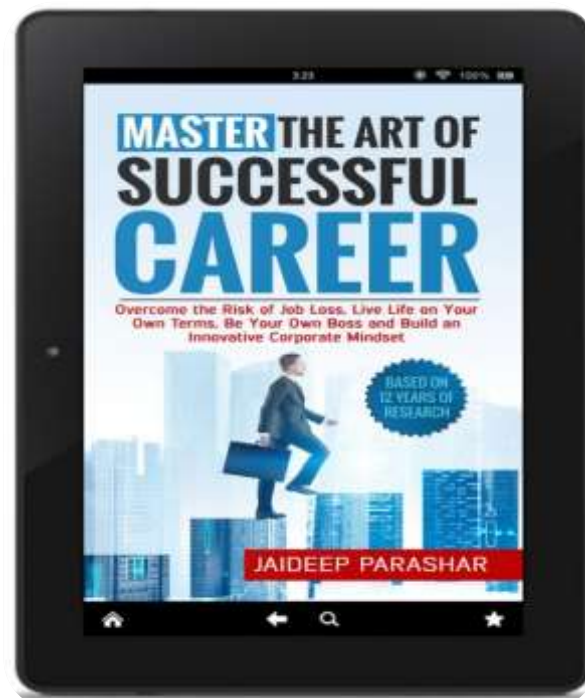
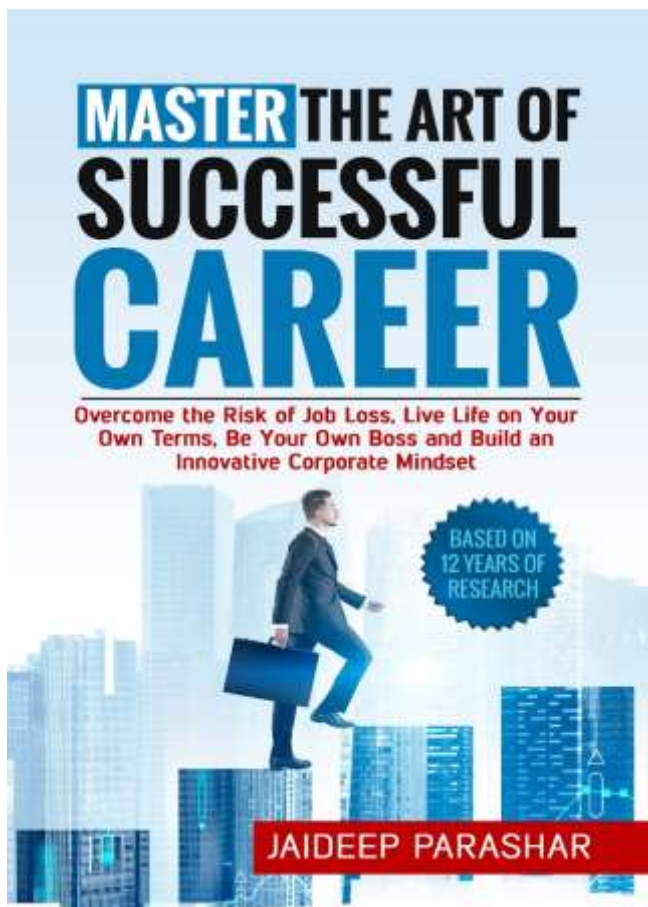
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## Instructions

1. In life nothing works until we do so do all the exercise diligently, don't leave any question un answered.
2. Instead of reading, take a print out and write all the answer. Write all your answer with honesty as it will help you reach to the right answer.
3. If you are not sure about any answer then read the relevant chapter again from [Master the Art of Successful Career](#).
4. Don't leave any exercise or chapter, as every chapter and exercise are important for you.
5. For the maximum growth, review yourself in every 3 months, after every 3 months write the answer and evaluate your progress.
6. My Goal Planner is an integral part of the book [Master the Art of Successful Career](#).



## Career Goal Design

### **Goals are of three types:**

1. Short-Term Goals
2. Mid Term Goals
3. Long-Term Goals

1. **Short Term goal:** Short-term goals (STG) are also known as base builder. Here, we set our goals for the next two years. These goals build the base of our career. These goals aim to manage both crisis and important work.

If you don't have any idea about which goals you should focus, then pick the top goals from this list. Here, I have picked the top 25 goals for the short term.

1. Salary hike
2. Paying debt
3. Career switch
4. Improve rating
5. Location change
6. Balance your life
7. Read more books
8. Launch a new app
9. Getting promotion
10. Become an expert
11. Improving efficiency
12. Skill improvement
13. Learn new language
14. Starting a new project
15. Learn new technology
16. Manage your cash flow
17. Expand your network
18. Reconnect with family
19. Personal development
20. Break your comfort zone
21. Launch new product/service
22. Connect with your customer
23. Improve relations with team
24. Create more ideas for your business
25. Start your own business/open a new branch

**Short term Goal:** up to 2 financial years

Short Term Goals (Base Builder)

S. No.	Focus	Goal	Date
1			
2			
3			
4			
5			
6			
7			
8			

**Procedure:**

- a. Write the name of the goals that you want to achieve in next two years? Here, you can include all your goals like building a new team, review new product, shifting to new place, taking new challenges, changing career, promotion, networking, business training, improving feedback, hiring new employee, opening new branch or goals about your personal life.
- b. Write the date when you want to achieve these goals? This date will vary from career to career.
- c. If you want to increase the number of goals, then you can increase as per your requirements, but have at least 8 goals for short term.

**How to achieve the STGs:**

- a. Analyze your goals list and see which goal creates the maximum impact on your career.
- b. Now, target your entire focus to this goal only.
- c. After achieving this goal, look for the next goal and so on.

2. **Mid Term goal:** Mid-term goals (MTG) are path designers. All goals beyond two years and up to five years come under the MTG category. In STG, the entire focus was on crisis management and immediate work, but here the focus lies on building your road map.

**Mid-term Goal:** up to 5 financial years

Goal's Name	
Brief Detail	
Time Line	

Goal's Name	
Brief Detail	
Time Line	

Goal's Name	
Brief Detail	
Time Line	

**Procedure:**

- Write the name of goal which you want to achieve in five financial years? These goals will depend on your career, passion, and overall strategy.
- Write the date when you want to achieve these goals?
- If you want to increase the number of goals, then you can increase as per your requirements. If you need more sheets, then download the Goal Planner from my website.

**How to achieve the MTGs:**

- Analyze your goals list and see which goal creates the maximum positive effects on your career.
- Now, take one small action today to make this goal more compelling. Come up with some plan or strategy or buy a new book to read about this goal. The key point is to take one action today.

In MTGs you can design as many goals as you need, but you must align with your long term goal and overall strategy.

3. **Long Time Goal:** Long Time Goal (LTG) is used to design the path for the next decade. LTG works around the vision of your life. Career is not about earning money for next 30 years so that you can retire with some cash in your bank, career is about how to live a meaningful life without any worry.

1. Write the Lifetime Goal which you want to achieve in next 10 years?


2. Write the SWOT analysis of your goal and add remarks?

<p><b>Strength:</b></p> <p>1.</p> <p>2.</p> <p>3.</p> <p>Remarks:</p>	<p><b>Opportunity:</b></p> <p>1.</p> <p>2.</p> <p>3.</p> <p>Remarks:</p>
<p><b>Weakness:</b></p> <p>1.</p> <p>2.</p> <p>3.</p> <p>Remarks:</p>	<p><b>Threat:</b></p> <p>1.</p> <p>2.</p> <p>3.</p> <p>Remarks:</p>

3. Why do you want to achieve this Goal?




4. When do you want to achieve this goal (Write the exact date and place)?

Date:
Place:

5. How is this goal going to help you in the long run? (write 3 points)

1
2
3

6. Remarks (if any):


NOTE
This whole chapter has been designed on the basis of research, my personal experiences.



