**WORK CARD 1**

MIND MAP

Think about your goals, both personal and professional, for the next week. Quickly write down 3 goals (professional and personal). Then do the same for the next month, year, five years.

Examples of tasks - professional goals: arranging the dinner table correctly, undertaking training in the field of self-presentation, completing a sommelier and barista course, mastering the English language in a communicative level.

Examples of tasks - personal goals: continuing playing basketball, going to the theatre for every premiere, devoting more time to the family, helping parents to renovate the roof.

**In the next week I want to achieve:**

Professional goals:

1. ………………………………………………………………………………………………………………………………………..
2. ………………………………………………………………………………………………………………………………………..
3. …………………………………………………………………………………………………………………………………………

Personal goals:

1. …………………………………………………………………………………………………………………………………………
2. …………………………………………………………………………………………………………………………………………
3. …………………………………………………………………………………………………………………………………………

**In the next month I want to achieve:**

Professional goals :

1. ………………………………………………………………………………………………………………………………………..
2. ………………………………………………………………………………………………………………………………………..
3. …………………………………………………………………………………………………………………………………………

Personal goals:

1. …………………………………………………………………………………………………………………………………………
2. …………………………………………………………………………………………………………………………………………
3. …………………………………………………………………………………………………………………………………………

**In the next year I want to achieve:**

Professional goals:

1. ………………………………………………………………………………………………………………………………………..
2. ………………………………………………………………………………………………………………………………………..
3. …………………………………………………………………………………………………………………………………………

Personal goals:

1. …………………………………………………………………………………………………………………………………………
2. …………………………………………………………………………………………………………………………………………
3. …………………………………………………………………………………………………………………………………………

**In the next five years I want to achieve:**

Professional goals:

1. ………………………………………………………………………………………………………………………………………..
2. ………………………………………………………………………………………………………………………………………..
3. …………………………………………………………………………………………………………………………………………

Personal goals:

1. …………………………………………………………………………………………………………………………………………
2. …………………………………………………………………………………………………………………………………………
3. …………………………………………………………………………………………………………………………………………

When finished, analyse the means of achieving the goals. The following table will help you in this task:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Goals | Necessary resources.  What is necessary? | Analysis of the situation.  What do I have? | Analysis of the situation.  What do I not have? | Procedure |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |