



Hands-on Exercise No. 1
Batch-02
Freelancing

Total Marks: 10
Due Date: 04/08/2022

Instructions:

Please read the following instructions carefully before submitting this Hands-on Exercise:

- Use MS Word to prepare exercise solution.
- You may consult tutorials and videos if the concept is not clear.
- Your submitted exercise will not be considered/counted if:
 - It is submitted after due date.
 - It is not in the required format (.doc or .docx)
 - It does not open, or file is corrupt.
 - It is copied (partial or full) from any source (websites, forums, students, etc.)

Learning Outcome:

After completing this exercise, you shall be able to:

- Set your Goal
- Divide your goal into milestones
- Measure either your Goal is SMART or not

Problem Statement

Your goal is something you want to achieve in the future. Goal setting is a thoughtful process for considering an ideal future, and for motivating yourself to turn your vision of the future into reality. The goal setting process helps you choose where you want to go in your life. By knowing precisely what you want to achieve, you know where you must consolidate your efforts. There may be distractions that can lead you astray from your goal so you should be clear about what you can do and what you want in your life.

Tasks

1. Set a goal for yourself as a freelancer.
2. Is your goal SMART? Evaluate your goal using following factors and explain how your goal meets the following criteria:
 - a. Specific
 - b. Measurable
 - c. Achievable
 - d. Realistic
 - e. Timely

Requirements:

MS Word file with following item(s):

- Answers of above-mentioned Tasks 1 and 2

Guidelines:

Please watch the Topic-10 Video “Define Your Goals”

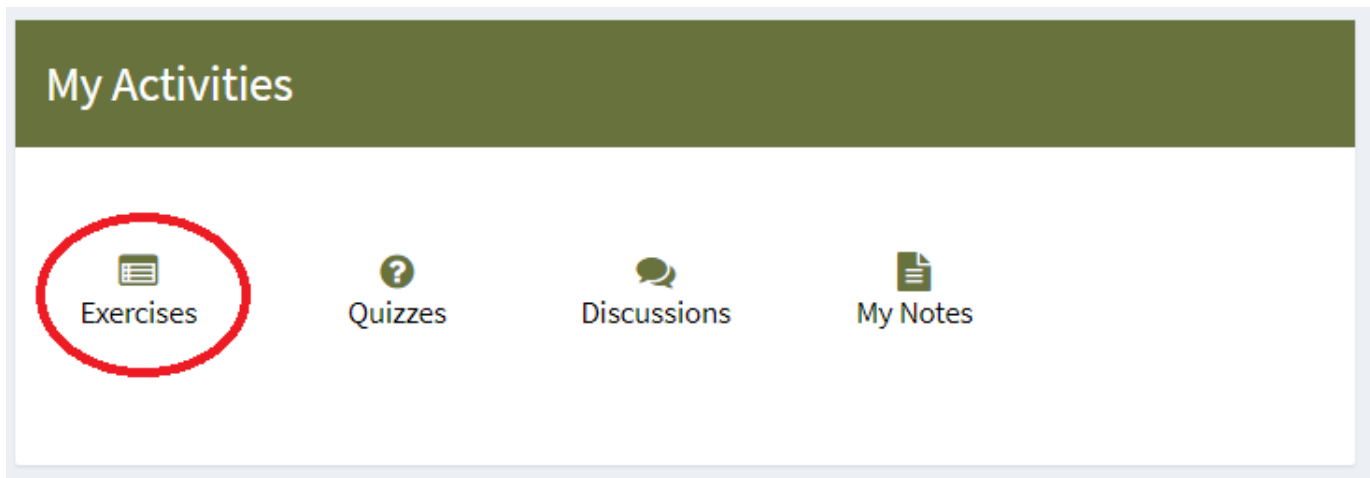
Note: If you have any query related to the Hands-on Exercise, then you can contact us via LMS using the “Online Support” feature available on the “Home” page or you can call us at 0304-111-1570.

BEST OF LUCK ☺

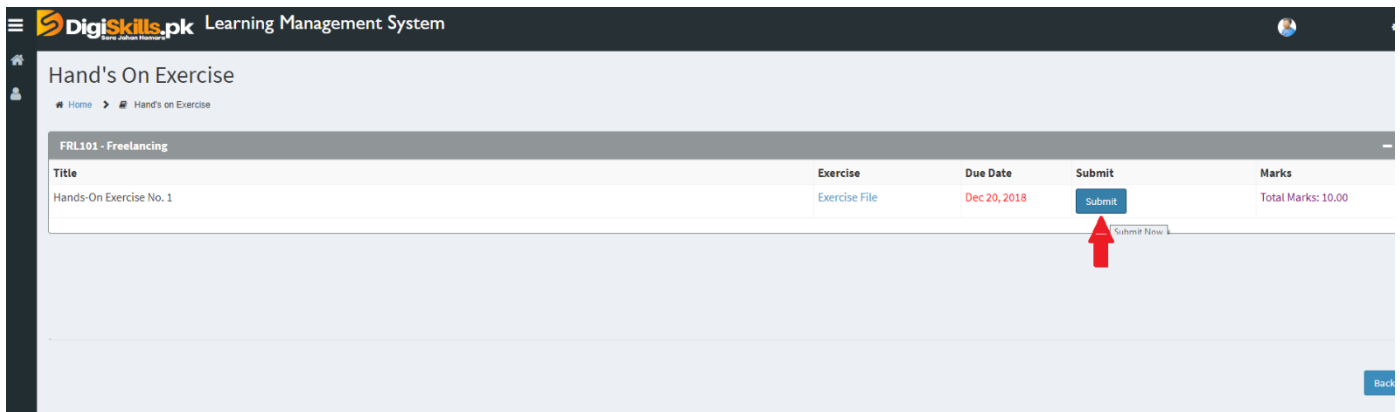
How to submit solution file on LMS?

Please perform the following steps for submitting your solution using LMS:

- 1) Login to the LMS
- 2) Click on the **Exercises** button within the **My Activities** section



- 3) Click on the submit button to upload your Solution.



- 4) Keep in mind to upload your Solution in .doc or .docx format