DESCRIPTIVE TRANSCRIPT

COURSE	Re-creating Your Career
MODULE/UNIT	Module #3 SMART Goals
SECTION	3.2 SMART goals [Assignment] 3.2.2 Set SMART goals - SMART goals video
VIDEO TITLE	SMART Goals

SCREEN #	Voiceover	Media Transcript
		This video has the audio description of the visual information on the screen. The audio description is narrated by a male voice followed by a female voice.
1	Re-creating Your Career Module #3 SMART goals	Re-creating Your Career Online Course logo.
2	Have you ever had a New Year's resolution and found it hard to upkeep?	A person climbs up a mountain.
3	The chances are you set a goal with a wishful outline but didn't fill it with systems.	A person looks confused.
4	In previous unit, you pulled out your gap analysis. When you think about your goals, how do you ensure that you're writing out the right goals?	Hands typing on a laptop screen.
5	The trick is to keep goals SMART, which is an abbreviation for specific, measurable, attainable, relevant, and time-bound.	A person greets with a hand waving.

6	SMART goals set guiding principles that you can use to ensure that you're creating goals rooted in reality. Would you like to know how to create your SMART goal?	Two people pull the right half of the screen.
7	Here is how.	A person points to the information with a stick.
8	Is your goal specific and well-defined? Practical goals offer clear direction as to *where* exactly you want to go. Ask yourself:	The word "Specific" is revealed on the screen.
9	What do you want to accomplish?	A person is thinking.
10	What steps do you need to take to get there?	A person is nodding.
11	Try to answer the who, what, where, when, and how.	A person is hitting an a-ha moment.
12	Is your goal measurable?	The word "Measurable" is revealed on the screen.
13	To set measurable goals, avoid vague words such as *"better"* and *"more"*.	A person shakes her head from side to side to show disapproval.
14	Use action words like *"create" or "produce"*, then add quantifiable benchmarks such as units and precise amounts.	Two people clap their palms in high five.
15	How will you know when you have reached this goal? Can you track your goal?	A person flies in an air balloon.
16	Is this goal attainable?	The word "Attainable" is revealed on the screen.

17	If you set a goal that you can't realistically achieve, you will be disappointed. Keep your objectives challenging but realistic. Map out the steps you plan to take to reach your goal and then ask yourself:	A person handles many things at a time.
18	Do you have the resources such as time, funds, and knowledge to accomplish this goal?	A person works at a desk.
19	What additional resources do you need? Who can you talk to for support?	Two people sit at a table to discuss.
20	Is this goal relevant to *you*? It's easy to fall into the trap of setting goals that look good externally but don't align with you internally. Ask yourself:	The word "Relevant" is revealed on the screen.
21	Why do you want to accomplish this goal?	[n/a]
22	Will you be able to stay committed in the long run? Before setting a goal, make sure it means something to you.	A person waters her plants.
23	Does your goal have a deadline? Without a time frame or target date, it's easy to procrastinate. Ask yourself:	A word "Timebound' is revealed on the screen.
24	What is the time frame? When is the target date?	[n/a]
25	To keep your goals time-bound, focus on building long-, mid-, and short-term deadlines, marking those dates on your calendar, and schedule to take a small step at a time.	A person looks at a calendar to plan.
26	Now you know what is SMART goals, you will download a worksheet and practice writing your SMART goals.	Four people jump up joyfully.

27	By following these tips, you can set yourself in the right direction. Thanks for watching.	A person reaches on the top of the mountain.
28	n/a	The end of the video. An image of a hand holding a compass. Credits: The slide template is created with Biteable. The end of the video image is sourced from the Canva library under a free content license. The work is licensed under Creative Commons, Attribution, Non-Commercial, and Share Alike licenses.