# Transcript: IT Podcast - Ep 55 - Smart Goals 101

*The following transcript is a verbatim account of the video or audio file accompanying this transcript.*

Speaker #1 (Narrator):

WGU is IT audio series, flexible, portable, profound.

Speaker #2 (Tony):

Welcome to the WGU IT audio series. I'm Tony and I'm a Faculty Manager for the Undergrad Cybersecurity Program. Today let's talk about smart goals. First off, setting goals is a beneficial method to succeed in a new endeavor, a workout routine, a number of steps on your fitness tracker, or completing classes here at WGU. By setting your milestones and establishing the precise path and how you're going to achieve these milestones. You can then establish how to apply your time and resources to make measurable progress. It can be very difficult moving forward in your new endeavor without establishing some very specific goals that you wish to achieve. Boxer and social activist, Muhammad Ali has been quoted of saying, "What keeps me going is goals." What does smart mean? SMART; specific, measurable, attainable, relevant, or realistic, and timely. These goals are unique and very helpful in setting realistic milestones. Now we all said new year's eve resolutions each year in the hopes that we will be successful. Think back and consider how many were actually successful. Did you have a plan in place, a specific date to achieve a milestone? Did you figure out all the steps from start to finish? Lastly, was the time and effort involved on a consistent basis. Again, where some of these goals after the new year started, but you found out that maybe they were too difficult to achieve because they were too vague or open. Maybe they were too aggressive and unrealistic. Or did we forget that there might be other or additional resources involved? Also, don't forget to give you a chance. Anything new is going to require time and effort and setting up the groundwork for establishing a good routine. Creating smart goals can help solve these hurdles by breaking down your new endeavor into five steps. Each step is specific, unique, interrelate to the whole. Again, smart means specific, measurable, attainable, relevant, and timely. When you're establishing your new WGU goals or any other new project, using the smart framework can establish a very strong foundation for the best chance of success. What's specific? You want to be very clear on what you're trying to achieve. By keeping it laser-focused, you'll start to see how the other steps will fit into it. Measurable: you can't really measure it unless you put a number on it. How well are you progressing weekly or monthly? Let's say you're doing push-ups and you want to hit 100 by the end of the week. Is that realistic or should I start out with 10 every couple days, 10 a week, 15? Small steps first until you develop that new routine. Achievable: being successful in meeting a milestone within a specific timeframe will keep you focused to achieve more. Relevant: when you were setting these goals, is this specific step going to keep you moving forward, or is it just going to be busywork? Then Timely: are you being realistic about how much time is actually going to be involved? Take a look at your calendar. There is also a separate podcast on that. Have you considered work, family, trips, vacations, et cetera? Where does your WGU time fit in each week? Let's go over an example, going back to specific where do you want to be with your current course the next time you meet with your mentor? Or when do you want to complete this course? Have you spoken with your course instructor about the time involved each week for your best chance of success? Measurable: how many lessons, chapters, sections, labs do you want to complete between now and the next time you speak with your mentor or instructor? How much time per day can you commit for the next week of school? There's a great podcast in the IT audio series of course, on the Pomodoro technique that you may want to listen to. Achievable: what is a realistic goal for this week? How long do you think each step of your goal will take to achieve? Will your schedule allow you to meet this goal? Again, take out your calendar and see where WGU fits in. Then if needed, can you find additional study times to get just a little bit more done this week than last week. Realistic: are your weekly and biweekly goals helping you meet your completion goal for this course or term? What needs to be updated in your weekly goals to help you reach the completion date for this class and how does this course fit into your graduation plan? Remember, each course goes into each term. Each term is going to get you to graduation. Then timely: when will you complete each activity related to your goal this week? How much time can you devote to school and invest in yourself this week as well? Thank you very much for your time and listening to this podcast and setting smart goals. I hope is given you some insights to better structure your time for your best chance of success. Not only here at WGU, but also in any new endeavor that you wish to start. Take care. Schedule time with your program mentor to explore more deeply.

Speaker #1 (Narrator):

WGU, a new kind of you.