

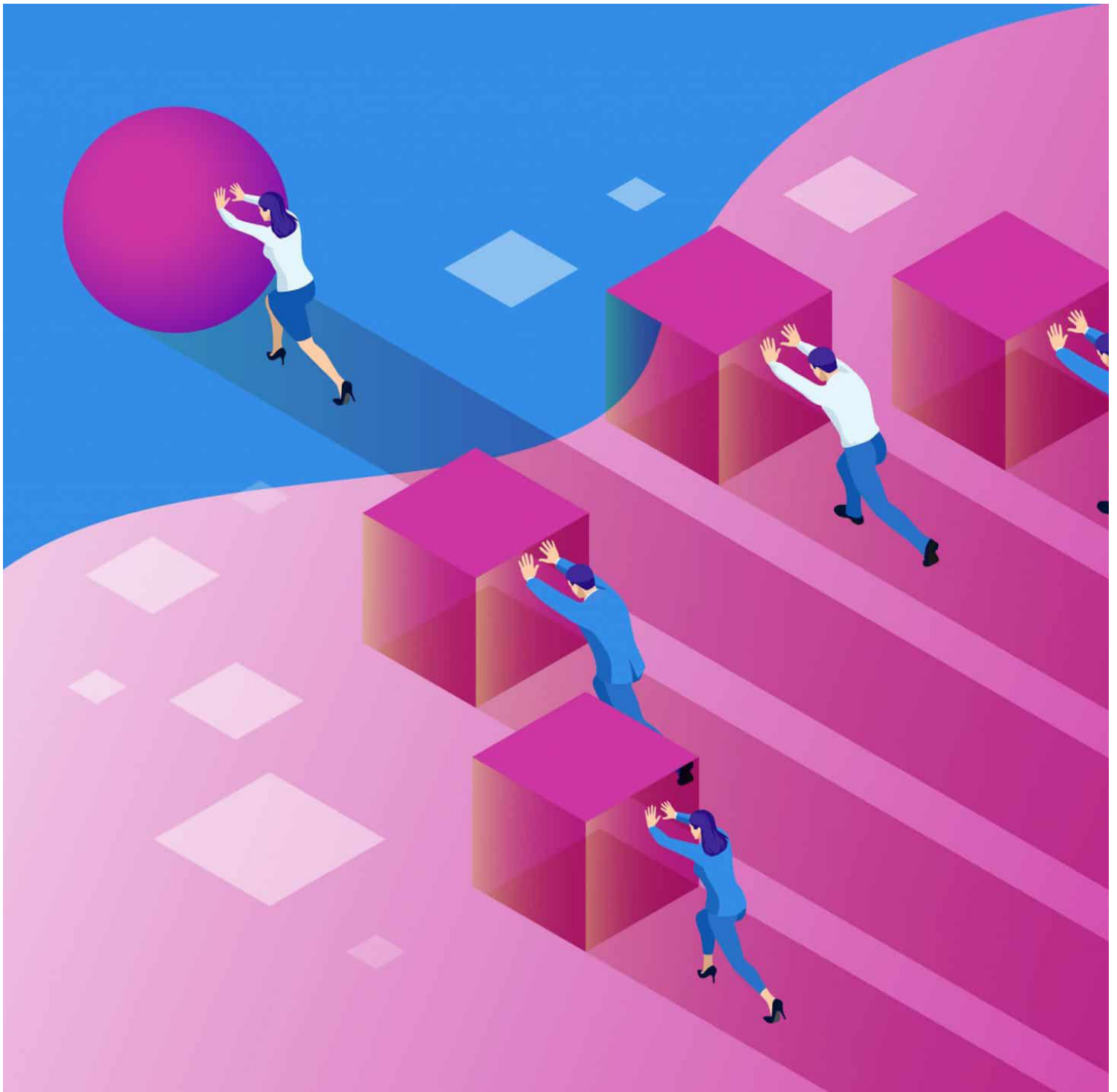
# 18 Work Smart Not Hard

Achieve your Goals the Smart Way

LIVE ESL – APIBECI

PRODUCTIVITY NEWS

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# Work Smart Not Hard

Achieve Your Goals the Smart Way

## Pre – Test

Complete the set of pre-assessment activities given below. Read instructions carefully.

### PRE – 01 | True or False Not Given

Listen to the audio carefully and determine whether the statements provided are True, False or Not Given based on the information you hear. Mark **True** if the statement is **correct**, mark **False** if the statement is **incorrect**, and **Not Given** if the information is **not mentioned** in the audio.



	TRUE	FALSE	NOT GIVEN
1 S.M.A.R.T goal setting uses a powerful framework to effectively set objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 S.M.A.R.T stands for special, maintain, achievable, relevant and time-bound.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 S is for specific.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Your goal should be well-defined and clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### PRE – 02 | Re-Tell

Listen to the audio carefully and **take notes** on the main points and key details. After the audio ends, **re-tell what you heard in your own words**. Focus on summarizing the **main ideas**, **supporting details**, and **any examples** mentioned.

# 01

## Reading

**S.M.A.R.T.** goal setting uses a powerful **framework** to effectively set and achieve objectives. The acronym S.M.A.R.T. stands for specific, measurable, achievable, relevant, and time-bound. Let's break down each of those components.

### S

#### Specific

S is for specific. This means your goal should be well-defined and clear. Instead of saying "I want to win a scholarship", a specific goal would be "I will complete one scholarship application per week".

### A

#### Achievable

A is for achievable. Your goal ought to be realistic and **attainable**. It's important to challenge yourself but setting goals that are too **far-fetched** can lead to frustration. An achievable goal takes into consideration your available resources time and skills. For instance, if you're learning a new language a realistic goal could be "I will learn 50 new vocabulary words every week".

### T

#### Time-Bound

T is for time bound. Your goal should have a specific time frame or deadline. This adds a **sense of urgency** and helps you stay focused. So instead of saying "I'll run a 5k someday". A time-bound goal would be "I will build up my ability to run a 5k within 6 months", resources time and skills. For instance, if you're learning a new language a realistic goal could be "I will learn 50 new vocabulary words every week".



### M

#### Measurable

M is for measurable. A goal's success **criteria ought** to be measurable so that you could track progress. For example, if your goal is to read a book for school, you might say "I will read 20 pages a day" and when you get to 20, you know you've met your goal.

### R

#### Relevant

R is for Relevant. Your goal should align with your overall objectives values and priorities. It should **contribute** to your life. For example, if your long-term goal is to earn your driver's license. a relevant goal could be "I will sign up for and complete driver's education this fall".

By using the SMART framework, you're setting yourself up for success. The specificity ensures you know exactly what you're aiming for the measurability lets you track your progress achievability keeps you motivated **relevance** ensures your efforts align with your larger goals and the time-bound aspect prevents **procrastination** keeping you accountable for your goals whether you're striving for personal growth career success or any other aspiration crafting smart goals can be a **game-changer** in transforming your dreams into reality.

# 02

## Activity

### A1 | Pair Me Up

Match the words on the first column to its corresponding meaning on the second column.

FRAMEWORK	1 _____	A	to give to something
CRITERIA	2 _____	B	the degree to which something is useful
OUGHT	3 _____	C	a set of standards for judgement
FAR-FETCHED	4 _____	D	the act of delaying what must be done
CONTRIBUTE	5 _____	E	an idea that shifts the current state of something
SENSE OF URGENCY	6 _____	F	a system of rules, and ideas that is used in planning
RELEVANCE	7 _____	G	possible to achieve
PROCRASTINATION	8 _____	H	used to indicate something that is correct
GAME-CHANGER	9 _____	I	a feeling to deal with something as soon as possible
ATTAINABLE	10 _____	J	unlikely, difficult to believe

### A2 | Right Words

Complete the sentence by choosing the word that fits the context. Choose from the box below.

<b>objectives</b>	<b>frustration</b>	<b>urgency</b>	<b>progress</b>	<b>contribute</b>
<b>far-fetched</b>	<b>deadline</b>	<b>criteria</b>	<b>align</b>	<b>framework</b>

**1** S.M.A.R.T. goal setting uses a powerful \_\_\_\_\_ to effectively set and achieve \_\_\_\_\_.

**2** M is for measurable. A goal's success \_\_\_\_\_ ought to be measurable so that you could track \_\_\_\_\_.

**3** It's important to challenge yourself but setting goals that are too \_\_\_\_\_ can lead to \_\_\_\_\_.

**4** Your \_\_\_\_\_ goal should \_\_\_\_\_ with your overall objectives values and priorities. It should \_\_\_\_\_ to your life.

**5** Your \_\_\_\_\_ goal should have a specific time frame or \_\_\_\_\_. This adds a sense of \_\_\_\_\_ and helps you stay focused.

# 03

## Speak Up

You are welcome to authentically share your thoughts as you go through the following questions.

1

What are your specific plans for your future career?

3

What advice can you give for people who have many goals but find it hard to start achieving those goals?

2

How can we know if our goals are achievable and not far-fetched?

4

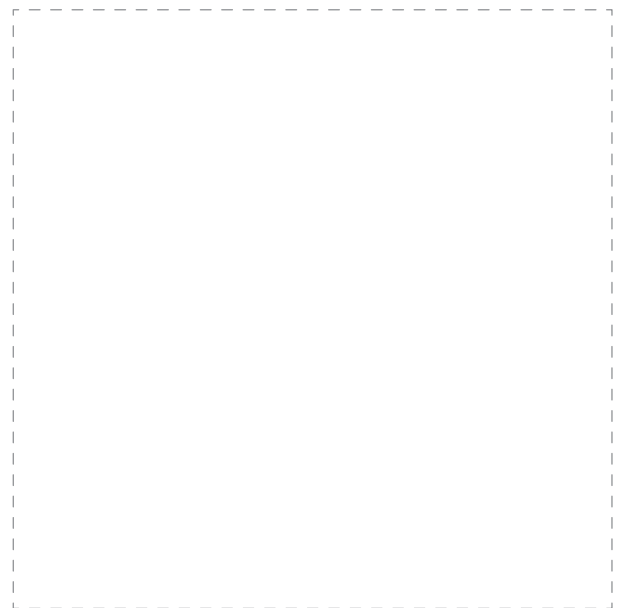
Is procrastination bad? How can we stop procrastinating?




18 OCTOBER @2023

FOOD FOR THOUGHT

You cannot change your destination overnight, but you can change your direction overnight.



The Creative Box; Draw something, write something, do anything to this box – let yourself be free with the box. 

KEY ANSWERS

1 framework objectives

2 criteria progress

3 far-fetched frustration

4 align contribute

5 deadline urgency

LESSON SUMMARY

**READING + LISTENING + SPEAKING**

**1HR**

ISSUE 13: WORK SMART NOT HARD:  
ACHIEVE YOUR GOALS  
THE SMART WAY  
PUBLISHED ON 18 OCT 2023



ASSESSMENT PROFICIENCY INFORMATION

**STUDENT**

**SCORE**

**DATE**



SCAN FOR EDUCARE.

