

### 30 Second Video Script

<b>COURSE</b>	Google Calendar
<b>MODULE/UNIT</b>	Getting Started with Google Calendar
<b>SECTION</b>	Managing Personal and Professional Schedule
<b>VIDEO TITLE</b>	Introduction: Organize Your Life

CELL ID	VOICEOVER	VISUALS
00A	N/A	Title  Introduction: Organize Your Life!
01A	Do you ever struggle with balancing your work schedule and your personal life? Do you find yourself writing lots of notes and To-Do lists? Wouldn't it be great if there were one place you could keep track of everything going on in your life?	Video  Icon of calendars, checklists, question marks circling around confused character's head
02A	Well, lucky for you, there is! Google Calendar is an awesome (and free) way to organize your day-to-day schedule, set reminders for important events, and keep track of all that you need to do in your busy life.	Video  Character happy with lightbulb over head  Typing on computer
03A	In the next few lessons, I'll show you exactly how you can get started using Google Calendar today!	Video  Showing Google Calendar Logo