

## Exploring Life and Career © 2012

### Chapter 4: Managing Daily Living—Glossary

**addiction.** A physical dependency on a substance.

**advertising.** The process of calling attention to a product or a business through the mass media.

**antiperspirant.** A product that helps control wetness and covers unpleasant body odor.

**appearance.** The way you look.

**budget.** A plan for spending.

**clutter.** When personal belongings are unorganized.

**comparison shopping.** Finding the price of a product at different stores.

**consumer.** A person who buys or uses goods and services.

**consumer decisions.** Decisions you make about how to spend your money.

**credit.** A way to pay that lets you buy now and pay later.

**dandruff.** Excessive scalp flaking.

**debit card.** A card issued by banks that allows the user to deduct money electronically from the user's bank account.

**deodorant.** A product that helps destroy or cover unpleasant body odors.

**dermatologist.** A doctor who specializes in treating the skin.

**evaluate.** To judge an entire plan of action.

**fixed expenses.** Costs that remain the same on a regular basis.

**flexible expenses.** Costs that may change from month to month.

**grooming.** Cleaning and caring for your body.

**habit.** A repeated pattern of behavior.

**image.** The mental picture others have of a person.

**implement.** To carry out a plan of action.

**impulse buying.** Making an unplanned or spur-of-the-moment purchase.

**income.** The money you earn.

**layaway plan.** An arrangement in which you place a small deposit on an item so the store will hold it for you.

**learning style.** The conditions under which you learn best.

**lifestyle.** The continuing way in which a person lives.

**management.** Using resources to reach goals.

**management process.** A series of steps for reaching a goal. They are setting goals, planning, implementing, and evaluating.

**manicure.** A method of caring for hands and fingernails.

**mass media.** A means of communicating to large groups of people.

**money management.** The process of planning and controlling the use of money.

**pedicure.** A method of caring for feet and toenails.

**pores.** Tiny openings in the skin.

**posture.** The way you hold your body when standing, walking, or sitting.

**procrastinate.** To put off difficult or unpleasant tasks until later.

**quality.** How well a product is made.

**schedule.** A written plan for reaching goals within a certain period of time.

**stress.** Emotional, mental, or physical tension felt when faced with change.

**time management.** The skill of organizing your time so you can accomplish tasks.

**unit pricing.** Cost for each unit of measure or weight.

**warranty.** A written guarantee on a product from the manufacturer.

**wellness.** State of physical, emotional, and mental well-being.