

Preparing for Life and Career © 2013
Chapter 5: Getting Ready to Manage

Tools:

- Printer
 - 8.5" x 11" paper
 - Scissors
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-
-
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Directions:

1. Print
 2. Fold paper in half vertically
 3. Cut along dashed lines
-
-
-
-

alternatives

Options.

- FOLD -

01 of 27 E-Flash Cards



character

A description of a person's good qualities, which often include moral strength, honesty, and fairness.

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02 of 27 E-Flash Cards



community resource

Resources that are found locally, such as schools, libraries, stores, theaters, parks, zoos, and museums.

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03 of 27 E-Flash Cards



consequences

Results of your decisions.

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04 of 27 E-Flash Cards

decision

A choice.

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05 of 27 E-Flash Cards



decision-making process

A step-by-step approach to help you make a decision, reach a goal, or solve a problem. Steps include stating the decision to be made, listing all possible alternatives, evaluating alternatives, choosing the best alternative, acting on a decision, and evaluating the decision.

- FOLD -

06 of 27 E-Flash Cards



ethics

The strong beliefs about what is morally right and wrong that guide your behavior.

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07 of 27 E-Flash Cards



evaluate

To judge the value of something.

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08 of 27 E-Flash Cards

FCCLA planning process

A set of five steps used to help make decisions, reach goals, and solve problems. The steps include identifying concerns, setting your goal, forming a plan, acting on the plan, and then following up.

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09 of 27 E-Flash Cards



goals

What you endeavor to do or achieve.

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10 of 27 E-Flash Cards



human resources

Resources that come from within yourself or from relationships with other people. Also called *personal resources*.

- FOLD -

11 of 27 E-Flash Cards



implement

To carry out a plan.

- FOLD -

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long-term goals

Major accomplishments you are trying to achieve that may take many months, a year, or several years.

- FOLD -

13 of 27 E-Flash Cards



management

Using your resources to reach a goal.

- FOLD -

14 of 27 E-Flash Cards



management process

A method used to achieve a goal using available resources. Steps include setting a goal, making a plan, implementing the plan, and evaluating it.

- FOLD -

15 of 27 E-Flash Cards



needs

Basic items you must have to live.

- FOLD -

16 of 27 E-Flash Cards

nonhuman resources

Resources that include money,
community resources, and
possessions.

- FOLD -

17 of 27 E-Flash Cards



physical needs

Your most basic needs, including
food, water, clothing, shelter, and
sleep.

- FOLD -

18 of 27 E-Flash Cards



priority

What is most important to you.

- FOLD -

19 of 27 E-Flash Cards



psychological needs

Needs related to your mind and
feelings, including the needs to feel
safe, secure, loved, and accepted.

- FOLD -

20 of 27 E-Flash Cards

resource

Anything that can help you reach a goal.

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21 of 27 E-Flash Cards



self-actualization

To fully realize your own potential.

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22 of 27 E-Flash Cards



short-term goals

Goals you hope to achieve in the near future.

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23 of 27 E-Flash Cards



standards

The way you measure what you have done.

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24 of 27 E-Flash Cards

trade-off

An exchange of one thing in return
for another.

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25 of 27 E-Flash Cards



values

The beliefs, feelings, and experiences
you consider important.

- FOLD -

26 of 27 E-Flash Cards



wants

Items you would like to have, but do
not need.

- FOLD -

27 of 27 E-Flash Cards



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