

Preparing for Life and Career © 2013

Chapter 5: Getting Ready to Manage—Glossary

alternatives. Options.

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

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

consequences. Results of your decisions.

decision. A choice.

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.

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

evaluate. To judge the value of something.

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.

goals. What you endeavor to do or achieve.

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

implement. To carry out a plan.

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

management. Using your resources to reach a goal.

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.

needs. Basic items you must have to live.

nonhuman resources. Resources that include money, community resources, and possessions.

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

priority. What is most important to you.

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

resource. Anything that can help you reach a goal.

self-actualization. To fully realize your own potential.

short-term goals. Goals you hope to achieve in the near future.

standards. The way you measure what you have done.

trade-off. An exchange of one thing in return for another.

values. The beliefs, feelings, and experiences you consider important.

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