

Skills for Living

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Chapter 17

Learning to Manage

- In this chapter, you will learn



Topic 17-1

Goals and Resources

- In this topic, you will learn about management skills that will help you maintain control of your life, as well as
 - ❖ **Setting and prioritizing goals**
 - ❖ **Recognizing your values and standards**
 - ❖ **Determining your resources**

The Management Process

Objectives for Topic 17-1

After studying this topic, you will be able to

- describe the different types of goals
- identify your resources, recognize their limits, and apply techniques to make the most of them

Topic 17-1 Terms

- ❖ management
- ❖ resources
- ❖ goals
- ❖ short-term goals
- ❖ long-term goals
- ❖ visionary goals
- ❖ material resource
- ❖ human resource
- ❖ community resource
- ❖ natural resource

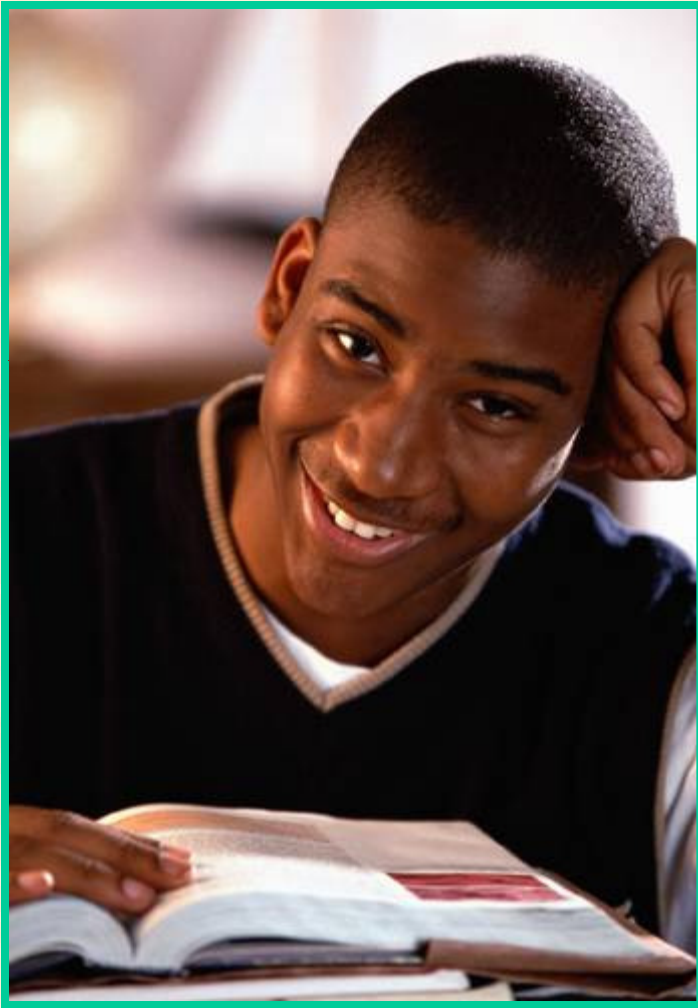
Goals and Resources

- ***Management*** is wisely using means to achieve goals
 - ❖ The means used are called resources
 - ❖ ***Resources*** are objects, services, or abilities used to achieve goals

Setting and Prioritizing Your Goals

- *Goals* are the aims people consciously try to reach
 - ❖ Goals reflect your values
 - ❖ Goals are unique to each person

Short-Term and Long-Term Goals



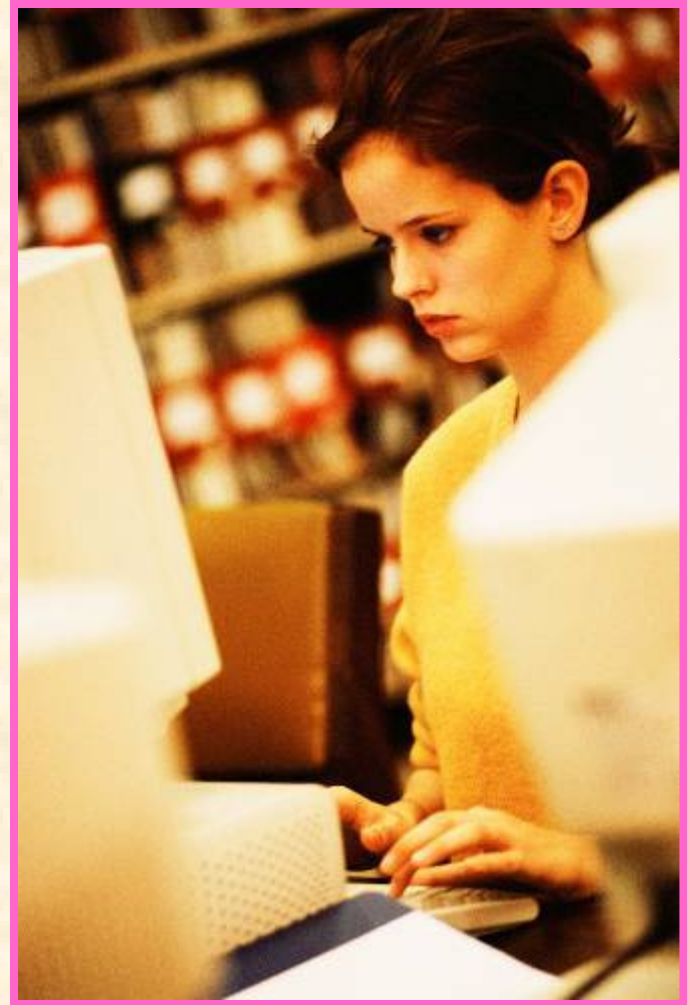
- ***Short-term goals*** can be reached in an hour, a day, or even a week
 - ❖ Completing your homework
- ***Long-term goals*** may take several months or even several years to reach
 - ❖ Choosing a career

Visionary Goals

- *Visionary goals* are goals that inspire people to do more than they thought they were capable of achieving
 - ❖ You may not reach these goals, but they are worthwhile
 - ❖ For example, a visionary goal of being president of the United States may inspire you to run for president of your high school class

Fixed and Flexible Goals

- *Fixed goals* are related to a specific date in time
 - ❖ Finishing your term paper on time
- *Flexible goals* can be achieved at any time
 - ❖ Having \$1,000 in your savings account



Steps in Setting and Achieving Goals

1. Make a list
2. Consider your values
3. List ways you can achieve your goal
4. Make some definite plans
5. Establish deadlines and rewards

Activity

- Write down some of your goals for the next week
- Focus on finding a solution to a problem
- Example
 - ❖ Problem
 - I do not have a ride to the theater to see a movie
 - ❖ Goal
 - Find somebody to go with me who can drive

Recognizing Your Values and Standards

- People tend to take actions that
 - ❖ support their values
 - ❖ maintain their standards
- Knowing these helps you choose the way to meet your goal

Activity

- List some of your values and standards that affect decisions you make
- Example
 - ❖ You have a high standard for promptness
 - ❖ You want to go to the movie with someone who will get you there before the movie starts

Determining Your Resources

- Assess your resources
- Determine which to use to meet your goal



Material and Human Resources

- ***Material resources*** are not physically or mentally part of a person
 - ❖ time, money, possessions
- ***Human resources*** come from within people
 - ❖ skills, knowledge, talents, energy



Material and Human Resources



- ***Community resources*** are shared by many people
 - ❖ parks, schools, libraries, public transportation

- ***Natural resources*** are taken from the land
 - ❖ agriculture products, forest products, fossil fuels

Resource Limitations

- People have limited amounts of resources
- Limits will be different at different points in life
- Some resources are *expendable*, or can be used up
- Some resources can be renewed or expanded

Conserving Human and Material Resources

- Knowing which resources are limited and which can be renewed or expanded can help you plan



Flexibility of Resources

- Resources can be
 - ❖ decreased or increased
 - ❖ substituted for other resources
 - ❖ combined with other resources
 - ❖ exchanged for other resources

Activity

- List the resources you need to achieve your goal
- Example
 - ❖ List friends and family members who might want to go to the movie
 - ❖ Include talents and skills you have that you could use to do something for them in exchange

Summary for Topic 17-1

- The key to success in setting goals is knowing yourself and what you want to accomplish
- Goals can be short-term, long-term, or visionary
- Human and material resources can be used to help you reach your goals