

Personal Changes

Directions: Write the words and phrases from the lists below under the categories where they belong. Not all words and phrases will be used. Then follow the directions in *Personal Maturity*.

Developmental Changes

Feel irritable	Solve complex problems	Change attitudes	Apply standards
Have sense of right and wrong	Begin puberty	Feel restless	Use resources
High hormone levels	Peer influence	Family values	Have insights

Physical Changes

1. _____
2. _____

Intellectual Changes

3. _____
4. _____

Social and Emotional Changes

5. _____
6. _____

Moral Development

7. _____
8. _____

Self-Concept and Maturity

Value your personality	Be dependable	Motivate people
Focus on strengths	Understand your uniqueness	Depend on others
Offer encouragement	Strengthen self-esteem	Manage emotions

Building Confidence

9. _____
10. _____

Moving Toward Maturity

11. _____
12. _____

Appreciating Who You Are

13. _____
14. _____

Helping Others Succeed

15. _____
16. _____

Personal Maturity

On separate paper, use the categories above to write a description of your own current development and maturity level. Include two steps that you can take during the months ahead to develop a higher level of maturity.

Reaching for Dreams

Directions: Read each statement below carefully. Circle the number in front of each false statement. On separate paper, explain why each false statement is incorrect.

1. Success builds self-confidence.
2. Your potential is what you are accomplishing right now.
3. When you rank things in order of importance to you, you are setting priorities.
4. Setting priorities can help keep you focused on your goal.
5. Your interests and activities should not affect your priorities.
6. Substances that can ruin your health can also keep you from reaching your goals.
7. Resources help you accomplish something.
8. Four types of resources are human, material, natural, and government.
9. The only resources you need in order to reach your goals are material resources.
10. One way to expand your resources is to get to know a variety of people.
11. A goal is something you plan to do, be, or obtain.
12. Goals should be positive, realistic, and things you think you might want to achieve.
13. Goals can help you evaluate what you achieved and what you did not achieve.
14. It is easy to get where you want to be without setting goals.
15. Applying for a part-time summer job and going to college are both examples of short-term goals.
16. If you do not achieve a goal, there is nothing to be learned from it.
17. Short-term goals can be stepping stones to long-term goals.
18. Accomplishing your goals requires hard work.
19. You should not let reality get in the way of your dreams.
20. When setting goals, you should be as specific as possible about what you want to accomplish.
21. You can attain a goal by thinking about it and wishing for it to happen.
22. The only type of goal that is important is an individual goal.
23. A person may be mature in one area but not in another area.
24. Once you become an adult, you are mature.
25. Mature people are ruled by their emotions.

Getting a Handle on Life

Directions: Each numbered statement is a clue to the word to be filled in below it. The numbers below the answer blanks correspond with the numbers on the file drawers. Determine which of the letters on the file drawer you need to identify each term correctly. Write the letters in the appropriate spaces. If you think you know the term from the clue alone, use the file drawer numbers to check your accuracy. Then follow the directions in *Applying Strategies*.

1. People who ₄ ₁ ₄ ₁ ₃ ₂ their resources accomplish more.

2. ₆ ₆ ₅ ₂ ₆ ₆ is the pressure people sometimes feel when they can not meet the expectations of others or themselves.

3. ₁ ₁ ₄ ₁ ₄ ₁ ₃ ₄ ₃ your life can help you manage stress.

4. A(n) ₃ ₅ ₁ ₄ is something you plan to do, be, or obtain.

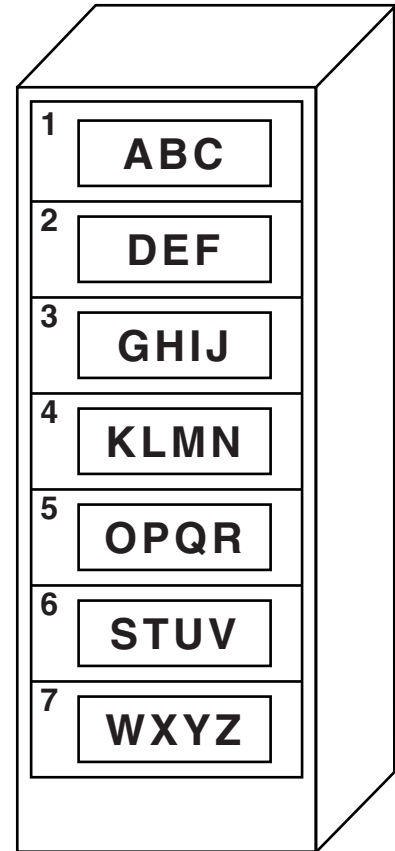
5. Things that you *must* do and that require most of your time are called ₅ ₁ ₄ ₃ ₃ ₁ ₆ ₃ ₅ ₄ ₆.

6. To take good notes in class, start by getting ₅ ₅ ₃ ₁ ₄ ₃ ₇ ₂ ₂.

7. ₅ ₅ ₃ ₅ ₅ ₃ ₆ ₃ ₂ ₆ are the things that are most important to you.

8. ₇ ₅ ₅ ₄ ₆ ₃ ₄ ₅ ₄ ₃ ₂ ₃ ₁ ₁ ₆ ₃ ₅ ₄ can help conserve your energy and make tasks easier.

9. A loss of balance in life may cause fatigue, negative feelings, and difficulty ₁ ₅ ₄ ₁ ₂ ₄ ₆ ₅ ₁ ₆ ₃ ₄ ₃.



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Applying Strategies

Review the tips your textbook gives for taking good notes. Which of these suggestions do you already practice? Which ones could help you be a better note taker? How? On separate paper, write your answers to these questions. Choose one strategy to try. Evaluate results.

Are You a Good Manager?

Directions: Fill in the blanks under the headings below with appropriate sentences from the list. Then follow the directions in *More Organization Tips*.

Get plenty of rest.	Use appropriate materials for tasks.	Set up an efficient storage system.
Change your perceptions.	Use a to-do list.	Talk to others.
Plan your schedule.	Use a filing system.	Keep a positive attitude.
Donate things you do not need.	Simplify tasks.	Prioritize tasks.
Store similar items in one spot.	Organize your workspace.	Prepare for a situation.
Avoid procrastinating.	Identify the cause.	Set realistic goals.
Eat healthful foods.	Reduce clutter.	Exercise regularly.
Remove yourself from the situation.	Make the situation a learning opportunity.	Put items away in the same place.

Managing Time

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Managing Your Energy

7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Managing Possessions

13. _____
14. _____
15. _____
16. _____
17. _____
18. _____

Managing Stress

19. _____
20. _____
21. _____
22. _____
23. _____
24. _____

More Organization Tips

For what tasks could you improve your organization skills? Use Internet and other resources to learn more about getting organized. What tips and tools do you find that would be useful? Summarize your findings in writing and share ideas in class.

Keeping Life in Balance

Directions: Put a check mark under yes or no after each question below to check your knowledge of principles for managing life. Then follow the directions in *An Ideal Life*.

Life Management Principles		Yes	No
1	Do people have to feel that their life is out of balance?		
2	Can managing your time and energy help you accomplish more?		
3	Can prioritizing your tasks help you get things done?		
4	Should hobbies or time with friends come before your obligations?		
5	Is rewriting the main ideas a good note-taking strategy?		
6	Should you tackle a big project all at once so you can be done with it?		
7	Will planning and managing your time help you reach unrealistic goals?		
8	Can overlapping activities save you time?		
9	Can procrastination cause stress?		
10	Can you save energy by simplifying tasks?		
11	Should you try to do everything yourself just because you can do things faster or better than someone else?		
12	Can creating time for yourself help you regain a balance?		
13	Should you schedule difficult tasks for when your energy is low?		
14	Should you keep things that you know you will not use in the next year?		
15	Does organizing your things pay off in extra time later for other activities?		
16	Should you throw out everything you do not want or can not use?		
17	Can preparation for a stressful event help lessen your anxiety?		
18	If you begin to feel that you can not cope, should you keep your concerns to yourself?		

An Ideal Life

If you had no obligations, what would an ideal life look like to you? How would you spend your time? On separate paper, write down your ideas. Then think of ways to incorporate some of the things you would like to do into your life now. They may be small ways, but your life will be richer—and less stressful.