### **GLOSSARY**

accountable: responsible; trustworthy.

**attitude:** 1. a position of the body, as suggesting some thought, feeling, or action. 2. state of mind, behavior, or conduct regarding some matter, to indicate opinion or purpose.

**credible:** 1. believable; trustworthy. 2. worthy of credit, confidence, or acceptance.

**dilemma:** 1. a situation or problem that seems to offer no satisfying solution. 2. a necessary choice between equally undesirable alternatives.

**excuse:** to explain a fault or an offense in the hope of being forgiven or understood; to seek to remove the blame from.

**initiative:** the ability to begin or follow through on things; determination.

**mature:** 1. having reached full natural growth or development. 2. worked out fully in the mind.

**prioritize:** to arrange or deal with in order of importance.

**responsible:** 1. to be answerable for one's own behavior or actions. 2. able to be trusted or depended on; reliable.

**stress:** a state of extreme difficulty, pressure, or strain.

**time management:** identifying tasks that need to be done; determining which tasks are the most important; arranging tasks in a manner that allows them to be completed by a certain time.

# STRESS FACTORS

	<	<u> </u>	problems at school	personal values	☐ friendships	□ divorce	☐ confrontations	□ arguments	☐ fear of danger	secret activities	trouble in the family	□ tests	Stress Creators
										or Relieve Stress	Ways to Reduce		Can Lead To
•	<		□ tension	poor concentration	□ isolation	☐ frustration	□ intolerance	☐ lack of energy and interest	eating or sleeping too much	eating or sleeping too little	□ anger	□ headaches	Signs of Stress



## SAM'S SCHEDULE

Sam is 16 years old and wants to run a yard-care service this summer. He has already started by promising to cut lawns on Saturdays for three people in his neighbourhood. Sam charges \$20.00 to mow a lawn and bag leaves and grass. It takes about an hour and a half for Sam to tend to each yard.

This weekend, Sam has a few other activities to complete. On Saturday night, Sam is going to the movies at 7:00 with two of his friends. He's also promised to help his parent by cleaning his own room and the bathroom, washing the car, and babysitting his little sister for a few hours on Sunday. Sam wants to buy a present for his best friend's birthday next week. Also, his teacher told him that if he makes some changes on his assessment and hands it in on Monday, he can increase his result. Sam's head is spinning! Can he get everything done this weekend?

# HELP SAM MAKE A PLAN.

- List all his tasks.
- Number the tasks in order of their importance.
- Make a schedule of tasks for each day of the weekend.
- Put a star by the most important tasks.

Sam's To-l	Do List 🖄	
Things to Do		Priority
Sche	edule	
Saturday	Sunday	



# YOUR SCHEDULE

Fill in tomorrow's date, and then list all the tasks you need to complete. Remember to prioritise the tasks and star the most important ones in your schedule.

	My long-term goals:								
	My short-term goals:								
Priority	Things to Do:								
	Schedule for the Day:								