

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

Stress Creators

- ☐ tests
- ☐ trouble in the family
- ☐ secret activities
- ☐ fear of danger
- ☐ arguments
- ☐ confrontations
- ☐ divorce
- ☐ friendships
- ☐ personal values
- ☐ problems at school

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Can Lead To ...



Signs of Stress

- ☐ headaches
- ☐ anger
- ☐ eating or sleeping too little
- ☐ eating or sleeping too much
- ☐ lack of energy and interest
- ☐ intolerance
- ☐ frustration
- ☐ isolation
- ☐ poor concentration
- ☐ tension

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Ways to Reduce or Relieve Stress

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.

	<i>My long-term goals:</i>
	<i>My short-term goals:</i>
<i>Priority</i>	<i>Things to Do:</i>
	<i>Schedule for the Day:</i>