

Life Skills & Work Skills

Skill # 1 **SET VALUED GOALS**

Goals give us direction in life. They can be stepping-stones for making dreams come true. As a parent and manager of your home, you don't want to approach life without goals that are truly important to you.

Choose your goals wisely. Set goals that require your best. Break bigger goals down into small goals that you can work on a few days at a time. Write your goals down on paper. State them in a short and simple way. Focus on one goal at a time. Be patient with yourself in reaching your goals.

Keep a positive mental attitude and a heart full of faith. Surround yourself with positive people who support your dreams. Thinking about actually reaching your goal can drive you on when you get discouraged.

Skill # 2 **CREATIVELY MANAGE TIME**

Time can be your friend if you know how to use it well. It can easily work against you if you are disorganized. Make the most of your time by getting organized.

Begin by mapping out your week ahead of time. Try to keep activities from all taking place on one or two days. Each day, look at what you want to complete that day. Then prepare mentally for what it's going to take to get it done.

Keep a "To Do" list and use it. Buy a notebook just for that purpose. Check off the things you get done as you finish them. This practice can help you on the job, too. Be sure to schedule some free time for yourself and your family. And don't let anything get in the way of you enjoying it!

Skill # 3 **PRACTICE SELF-DISCIPLINE**

Self-discipline means following your heart to do what you know inside is best. Pay close attention to your inner guidance, and really trust yourself. Take charge of your thoughts and actions so that you can reach goals important to you.

Don't put off things you need to do. The sooner you start a job, the sooner you will finish it. To help build up your self-discipline, find a "coach." Give him or her a call when you need encouragement.

Use self-discipline to live the values that are important to you. Be clear on what comes first, whether it's at home or at work. Don't sweat the little things. Even though they may be important, put them in their proper place in your life.

ACTION PLAN

Focus on one of the above skills. How could you apply this skill in your life? Choose one small but important change you really want to make in the next few days. Think positive. See yourself carrying out your goal. **Write your action plan in the space below:**

