

SUBJECT: Life Skills Management

LESSON OBJECTIVES:

Upon completion of the lesson, the student will be able to.

- List the principles that contribute to personal success.
- Explain the concept of self-management.
- Create a personal mission statement.
- Explain how to set long-and short-term goals.
- Discuss the most effective ways to manage time.
- Describe good study habits.
- Define ethics.
- List the characteristics of a healthy, positive attitude

Inspirational thought for the day: “Do not be desirous of having things done quickly. Do not look at small advantages. Desire to have things done quickly prevents their being done thoroughly. Looking at small advantages prevents great affairs from being accomplished.” – Confucius

I) PSYCHOLOGY OF SUCCESS

A) Guidelines for success

- 1) Cosmetology/barbering
- 2) Visualize
- 3) Build on your strengths
- 4) Be kind to yourself
- 5) Define success for yourself
- 6) Practice new behaviors
- 7) Separate personal from work
- 8) Keep your energy up
- 9) Respect others
- 10) Stay productive
 - (a) Don't procrastinate
 - (b) Avoid perfectionism
 - (c) Have a game plan

II) MOTIVATION AND SELF-MANAGEMENT

A) Accessing creative capability

- 1) Stop criticizing yourself
- 2) Don't look to others for motivation
- 3) Change your vocabulary
- 4) Don't try to go it alone

III) MANAGING YOUR CAREER

A) Design a mission statement

IV) GOAL SETTING

A) How goal setting works

- 1) Short-term goals
- 2) Long-term goals
- 3) Re-examine goals often

B) Evaluate your plan

V) TIME MANAGEMENT

A) Expert tips

- 1) Prioritize

- 2) Design a personal system
- 3) Don't take on too much
- 4) Learn problem-solving
- 5) Take time-outs
- 6) Keep notes
- 7) Make and keep schedules
- 8) Identify "peak" and valleys"
- 9) Reward yourself
- 10) Get exercise and recreation
- 11) Schedule free time daily
- 12) Develop "to do" lists
- 13) Make time management a habit

VI) STUDY SKILLS

A) Good study habits

- 1) Where?
 - (a) Quiet location
 - (b) Gather needed items
 - (c) Remain alert
 - (d) Use same place
- 2) When?
 - (a) Determine time needed
 - (b) Study when energized and motivated
 - (c) Use "odd" times to study.
- 3) How?
 - (a) Focus on reason for study
 - (b) Resist distractions
 - (c) Be persistent and disciplined
 - (d) Tackle the tough first.
 - (e) Use brief time spans and take breaks

VII) ETHICS

A) Ethical behaviors

- 1) Provide competent services
- 2) Be honest, courteous, and sincere
- 3) Don't share secrets
- 4) Continue to learn
- 5) Give correct treatments and consultations

B) Other qualities of ethical people

- 1) Self-care
- 2) Integrity
- 3) Discretion
- 4) Communication

VIII) PERSONAL DEVELOPMENT AND WINNING ATTITUDE

A) What is personality?

B) What is attitude?

C) Ingredients of a healthy, well-developed attitude

- 1) Diplomacy
- 2) Tone of voice
- 3) Emotional stability
- 4) Sensitivity
- 5) Values and goals
- 6) Receptivity
- 7) Communication skills