

# Chapter 12 Manage Resources, Time, and Stress

## Section 12.1 Manage Resources

**Directions:** List the four steps you can take to be a good manager. .

Steps to be a Good Manager	
<b>Step 1</b>	
<b>Step 2</b>	
<b>Step 3</b>	
<b>Step 4</b>	

# Chapter 12 Manage Resources, Time, and Stress

## Section 12.2

### Manage Time and Handle Stress

**Directions:** List five things you can do to make the best use of your study time. Add your own ideas to the list.

#### Study Skills

1.

2.

3.

4.

5.

**My own ideas:**