

# Discovering Life Skills

## Chapter 12: Manage Resources, Time, and Stress

### Chapter Summary

People with good management skills can get more done with greater ease. Management skills are not just for the workplace. Follow a plan for your goals, and make full use of your resources. A resource is something or someone that is a source of help or information. Learn how to manage personal resources, material resources, and community resources to help you reach goals and get things accomplished. Personal resources are time, energy, knowledge, skills, and people. Material resources are possessions, objects, and money. Every community provides a variety of resources for its citizens to use.

Use good time-management skills to help you in all areas of your life. Time management is the development of practices and skills that increase how quickly and effectively you can do something. Make sure your study time is well spent by organizing and prioritizing your homework assignments, projects, and test preparation time. When you try to do too much, you can experience stress. Both pleasant and unpleasant events can cause stress. Stress is the body's reaction to changes. Stress can motivate and challenge you, but too much stress can have a negative effect on you. When you manage your time and other resources in your life, you will be better equipped to handle stress when it occurs.