

CHAPTER SUMMARY

Section 8.1

Goals and Resources

Managing life starts with determining your priorities. You must understand the difference between needs and wants, and know what role your values play in setting priorities. Once you know your priorities, you can set goals. Goals can be short-term, medium-term, long-term, fixed, or flexible. Identify the resources available to you to help you accomplish your goals.

Section 8.2

Management in Action

Management skills can be used every day to help you use your resources wisely. You can expand, conserve, exchange, and substitute your resources to help you manage. The management process gives you a systematic way to work toward achieving your goals. The management process includes four steps: planning, organizing, implementing, and evaluating.