

GLOSSARY

accountable: responsible; trustworthy.

attitude: 1. a position of the body, as suggesting some thought, feeling, or action.
2. state of mind, behavior, or conduct regarding some matter, to indicate opinion or purpose.

credible: 1. believable; trustworthy. 2. worthy of credit, confidence, or acceptance.

dilemma: 1. a situation or problem that seems to offer no satisfying solution.
2. a necessary choice between equally undesirable alternatives.

excuse: to explain a fault or an offense in the hope of being forgiven or understood; to seek to remove the blame from.

initiative: the ability to begin or follow through on things; determination.

mature: 1. having reached full natural growth or development. 2. worked out fully in the mind.

prioritize: to arrange or deal with in order of importance.

responsible: 1. to be answerable for one's own behavior or actions. 2. able to be trusted or depended on; reliable.

stress: a state of extreme difficulty, pressure, or strain.

time management: identifying tasks that need to be done; determining which tasks are the most important; arranging tasks in a manner that allows them to be completed by a certain time.