

GLOSSARY

MODULE FOUR: MANAGING PERSONAL RESOURCES

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.