POINT TO PONDER:

"Show up!" Woody Allen said, "90 percent of life is "showing up." Go to class—even when you don't feel like it, when the subject matter seems boring, when you have to bum a ride or take the bus because your car died, when you have a bad hair day or a hangover. Go to class!"

1. The salon is a creative workplace where you will exercise your artistic talent, and it is a highly social atmosphere that will require _________________ and excellent ____________.

WHY STUDY LIFE SKILLS?

2. Practicing life skills will lead to a more __________ and __________ career in the beauty industry.

3. Describe in your own words why you think having good life skills will help build your self-esteem.

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

LIFE SKILLS

4. Below is a list of different life skills. Put a check mark next to the skills you feel you are well on your way to mastering, and put a circle next to the ones you need to improve.

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
1. Being genuinely caring and helpful to others
2. Successfully adapting to different situations
3. Sticking to a goal and seeing a job to completion
4. Being consistent with your work
5. Developing a deep reservoir of common sense
6. Making good friends
7. Feeling good about yourself
8. Maintaining a cooperative attitude
9. Defining your own code of ethics and living within your definition
10. Approaching all your work with a strong sense of responsibility
11. Mastering techniques that will help you become more organized
12. Having a sense of humor to bring you through difficult situations
13. Acquiring patience, one of the greatest virtues
14. Always striving for excellence

5. A "life skill" is a skill you should practice both at work and in your personal life.
   a) True
   b) False

THE PSYCHOLOGY OF SUCCESS

6. All the talent in the world will not make you successful. Talent must be fueled by ________ in order to sustain your career.

7. List the 10 basic principles that form the foundation of all personal and business success.
   a) ____________________________________________
   b) ____________________________________________
   c) ____________________________________________
   d) ____________________________________________
   e) ____________________________________________
   f) ____________________________________________
   g) ____________________________________________
8. How is self-esteem related to success?

9. What will help you turn the possibilities in your life into realities?

10. How can you maintain a positive self-image?

11. You should not depend on how other people define success. How do you define success?

12. How can you develop success?

13. What is a counterproductive activity in the salon?

14. Circle each correct answer. Successful stylists do / do not run themselves ragged; they do / do not eat, sleep, and drink beauty. They do / do not take care of their personal needs by spending time with family and friends, having hobbies, and enjoying recreational activities.

15. List three ways to show respect for others.
   a) 
   b) 
   c)
16. Unscramble each term and then match it with its definition.

naotioscrinpra  mfepnictsioer  eagm apin
_________________  To put off until tomorrow what you can do today.
_________________  The compulsion to do things perfectly.
_________________  The conscious act of planning your life instead of just letting things happen.

17. When setting goals for yourself, how far ahead should you plan?

_____ Daily
_____ Weekly
_____ Yearly
_____ All of these answers are correct.

18. What must you first do to be successful? _______________________________________

19. It is ultimately your instructor's responsibility to make sure you learn what you need to in a course.

_____ True
_____ False

21. List the “rules” that will help take you down the road of success.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

22. Discuss why it is important for you to continue to seek educational opportunities after you have completed school.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
23. What is the difference between motivation and self-management?

24. The best motivation for you to learn comes from an __________ to grow your skills as a professional.

25. What may happen to a person who is pursuing a career simply because others think it is the right career choice?
   a) The person will feel personally excited about her or his career choice.
   b) The person will never succeed in that career.
   c) The person may have trouble feeling motivated.


27. Name four guidelines to follow to enhance your creativity.
   a)
   b)
   c)
   d)

28. What does "change your vocabulary" mean?

   What are some examples?

29. Why is it important to avoid being self-critical?

MANAGING YOUR CAREER

30. What is a mission statement?

31. Write a personal mission statement that communicates who you are and what you want in life.
GOAL SETTING

32. What is the purpose of setting goals?

33. Why is it important to map out your goals?

34. Describe the difference between short-term goals and long-term goals.

35. List five short-term goals and five long-term goals and the actions required to achieve them.
36. To stay on track, it is important to _______ your plan regularly.

37. Name two common goals a salon manager may set for a cosmetologist.
   1) ____________________________
   2) ____________________________

**TIME MANAGEMENT**

38. All people have a(n) ____________, or natural rhythm, that helps them manage their time efficiently if they pay attention to it.

39. An average person spends _____ checking e-mail, surfing the Internet, or watching videos each day.
   
   _____ a) one hour
   _____ b) three hours
   _____ c) four hours
   _____ d) six hours

40. Read through the list of time-management techniques. Rate each as either a personal strength or an area you need to develop or improve.

<table>
<thead>
<tr>
<th>Time-Management Techniques</th>
<th>Strength</th>
<th>Development Opportunity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prioritizing tasks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designing my own time-management system</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not taking on more than I can handle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Learning problem-solving techniques</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Giving myself free time to regroup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taking notes of my thoughts and ideas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Making schedules for my regular commitments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowing personal energy levels throughout the day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rewarding myself for good work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Using to-do lists to prioritize tasks and activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Including time for physical activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheduling a block of free time each day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Making time management a habit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

41. What is the most important aspect of time management in the salon?

________________________________________________________________________

________________________________________________________________________

**STUDY SKILLS**

42. If you find studying overwhelming what can you do? _________________________

What can you do if you find your mind wanders in class? _________________________

________________________________________________________________________

43. List the habits you can develop to improve your study skills.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

44. To achieve a goal, it is sometimes necessary to learn _________ skills.
45. Discuss why you think having a mentor might help you achieve your goals.


ETHICS

46. The moral principles by which we live and work are ________.

47. List the five professional behaviors that will show you are an ethical person.
   a) __________________________________________________________
   b) __________________________________________________________
   c) __________________________________________________________
   d) __________________________________________________________
   e) __________________________________________________________

48. Describe how to maintain your integrity. __________________________________________________________

49. Nancy had a fight with her daughter before going to work at the salon; she relives the entire fight with her first client of the morning. What is Nancy demonstrating?
   ______ a) Her honesty and directness with everyone because she speaks her mind
   ______ b) Her ability to provide self-care by venting her feelings
   ______ c) Her lack of discretion by sharing a personal issue with a client

PERSONALITY DEVELOPMENT AND ATTITUDE

50. What are the “ingredients” of a healthy, positive attitude? _______________________
51. What does it mean to be tactful? 

52. When is assertiveness no longer a positive quality? 

53. People are born with values and goals.
   
   _____ True
   
   _____ False

54. List five positive qualities of people who are effective communicators.
   
   a) 
   
   b) 
   
   c) 
   
   d) 
   
   e) 

55. Think about what having a “pleasing attitude” means to you personally and describe some ways you can work toward improving your attitude.