**Self-management Skills**

* **Organization - Managing time and tasks effectively.**
	+ Plan short- and long-term tasks.
	+ Set goals that are challenging and realistic.
	+ Use time effectively and appropriately.
	+ Bring necessary equipment and supplies to class.
	+ Keep an organized and logical system to document learning.
	+ Understand and use learning preferences.
	+ Use technology effectively and productively.
	+ Take on and complete tasks as agreed.
	+ Delegate and share responsibility for decision-making.
* **States of mind - Using strategies that manage state of mind.**
	+ **Mindfulness**
		- Use strategies to support concentration and overcome distractions.
		- Be aware of body–mind connections.
	+ **Perseverance**
		- Demonstrate persistence.
		- Use strategies to remove barriers.
	+ **Emotional management**
		- Take responsibility for one’s own actions.
		- Use strategies to prevent and eliminate bullying.
		- Use strategies to reduce stress and anxiety.
		- Manage anger and resolve conflict.
	+ **Self-motivation**
		- Practice positive thinking and language that reinforces self-motivation.
	+ **Resilience**
		- Manage setbacks.
		- Work through adversity.
		- Work through disappointment.
		- Work through change.