**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.