

Life skills & goal setting

Glossary

Words and terms that appear in this practice

soft skills – another name for 'soft' skills is employability skills. These are skills needed for many jobs and that you develop through life experiences or training. Examples of 'soft' skills are teamwork and time-management.

punctuality – being on time and not late

time management skills – usually refers to strategies to manage your workload so that you can get your work done

conflict resolution skills – usually refers to strategies to address conflict with other people

communication skills – usually refers to written, verbal, or other forms of communicating your message, as well as listening skills

public transport – can be buses, trains, ferries, or trams
– ways to get from one place to another

goal setting – making a goal

goal tracking – checking to see how you are progressing with your goal, changing parts of your goal if needed

NOTES

Write your own definitions on the next page.



Write your own definitions (without looking):

Time management skills _____

Conflict resolution skills _____

Goal _____

Public transport _____

Punctuality _____

Communication skills _____



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punctuality – being on time and not late

Your punctuality could improve

You are very punctual

Use the word *punctual* in a new sentence:

time management skills – usually refers to strategies to manage your workload so that you can get your work done

Good time management skills help you to finish your work on time

Use the words *time management skills* in a new sentence:



conflict resolution skills – usually refers to strategies to address conflict with other people

I have good conflict resolution skills so I helped them sort it out

Use the words *conflict resolution skills* in a new sentence

communication skills – usually refers to written, verbal, or other forms of communicating your message, as well as listening skills

My strongest communication skill is listening to others

Use the words *communication skill* in a new sentence:



public transport – can be buses, trains, ferries, or trams
– ways to get from one place to another

The only public transport I use is catching the bus to school

Use the words *public transport* in a new sentence

My goal is to catch the train into the city

goal – something you want to achieve

goal setting – making a goal

I was goal setting and thought I would like to be able to catch the train into the city

goal tracking – checking on the progress of your goal

When I was goal tracking I saw that I had nearly achieved my goal – I was ready to catch the train into the city

Use the words *goal*, *goal setting*, or *goal tracking* in a sentence



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Words and terms that appear in this practice

soft skills – employability skills needed for many jobs. You develop soft skills with experience and training.

punctuality – being on time and not late

time management skills

– manage your time and get your work done

conflict resolution skills

– how to solve disagreements

communication skills

– getting your message across using writing, pointing, talking and sometimes a device

listening skills – to hear and think about what someone is saying

public transport

– travel on buses, trains, ferries, or trams

goal setting – something you want to be able to do





Talk about each picture



Find the picture that goes with each word



Punctual
(on time)



Time management
skills



Conflict resolution
skills



Communication
skills

Public transport



Photos on [Unsplash](#) by [Chris Wade](#);
[Icons8 Team](#); [Glenn Carstens-Peters](#); [Kaleidico](#), [Bonneval Sebastien](#), [Peter Boccia](#), and
[Mitchell Luo](#).

