

Life skills & goal setting

Glossary

Words and terms that appear in this practice

punctuality – being on time and not late

Your punctuality could improve

You are very punctual

Use the word *punctual* in a 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 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 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 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 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

