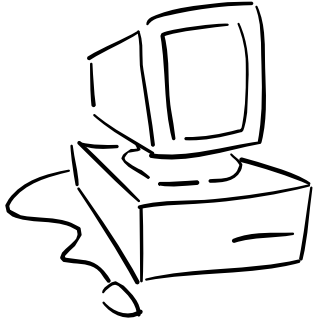


## Use Technology and Other Tools to Accomplish Goals



**Be familiar with a variety of tools and technologies that can make it easier to achieve your goals.**

- Keep up-to-date on developments in tools and technologies that may be useful for communicating, managing information, solving problems, and carrying out daily tasks
- Determine which tools are most useful for the purpose and context at hand
- Use complex tools, machines, and equipment to solve problems

### EFF STANDARDS

#### Communication Skills

- Read with understanding
- Convey ideas in writing
- Speak so others can understand
- Listen actively
- Observe critically

#### Decision-Making Skills

- Use math to solve problems and communicate
- Solve problems and make decisions
- Plan

#### Interpersonal Skills

- Cooperate with others
- Advocate and influence
- Resolve conflict and negotiate
- Guide others

#### Lifelong Learning Skills

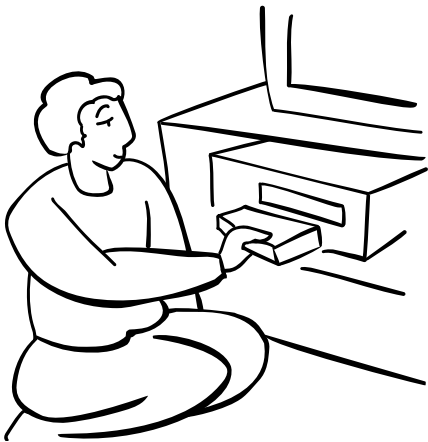
- Take responsibility for learning
- Reflect and evaluate
- Learn through research
- Use information and communications technology

**The nature, complexity, and context of the activity will determine which of these skills adults need to use.**

### ROLES

#### Family

**Example:** Video tape a television program about a subject that interests you.



#### Citizen

**Example:** Join the committee at the library exploring buying computers so patrons will have access to the Internet.



#### Worker

**Example:** Use e-mail to sign up for company-sponsored training on the new voice mail system about to be installed.

