

Manage Resources

Find, manage, share, and allocate time, money, and material resources in a way that supports your own needs, goals, and priorities and those of your family, community, and workplace.

- Identify those resources you have and those you need
- Determine where they are and how they can be obtained
- Use the resources in an efficient and effective manner
- Balance resources effectively for family, work, community, and self

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: *Develop a family schedule that places limits on the type of television programs to be watched and the amount of time spent in front of the set.*

**Citizen**

Example: *Serve on the fund development committee for your local literacy program.*

**Worker**

Example: *Schedule enough co-workers to work during peak customer hours while being mindful not to sacrifice profit.*

