Management of Energy, Money & Tasks

Management
act of skill of controlling and making decisions about the use of resources

Resources
means of supply or support such as time, money, people, etc.

Scarcity
concept in which human desires are unlimited while resources for achieving those desires are limited

Opportunity Cost
what is sacrificed or given up by turning down one opportunity in order to take advantage of another opportunity

Work-Life Balance
concept of splitting time, energy and other resources between career activities and family or personal activities

Energy
capacity for activity

Aerobic Activity
activity which increases heart rate and rate of breathing for a sustained period of time

Muscle-Strengthening Activity
activity which increases the strength, power, endurance and mass of skeletal muscles

Self-Awareness
knowledge and recognition of own personality, character and perception

Mental Discipline
ability to control and shape own thoughts and feelings

Bank Statement Reconciliation
process of reviewing income and expenses to compare what the bank has recorded with what you have recorded

Closed-Ended Credit
one-time loan typically paid back through scheduled installments

Open-Ended Credit
loan agreement allowing the borrower to take out and repay funds based on flexible guidelines
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Credit Scores
ratings indicating a person’s capacity to repay a loan based on the person’s credit history; also known as FICO scores

Prioritization
process of deciding what tasks are most important

Scheduling
process of planning how time will be used to complete tasks

Delegation
process of assigning tasks to others

Stress
mental or emotional strain from adverse or demanding circumstances

Fatigue
extreme tiredness, resulting from mental or physical strain

Anxiety
feeling of worry or an uneasy mind set, about what might happen