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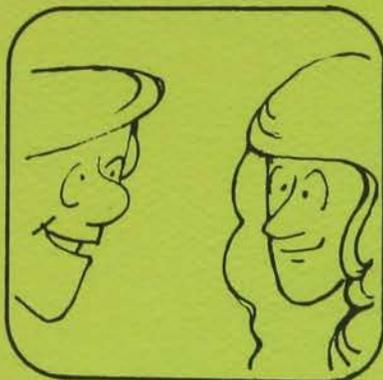
SOCIAL MANAGEMENT

Living as if People Mattered

member's manual



Management



Goals



Standards



Values



Resources



Decisionmaking

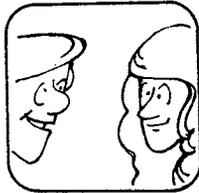


Organization

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To Young People in Social Management:

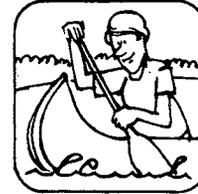
Are you ready for Unit II of Management? Because you have completed Unit I, you already know something about the project. Again we will talk about



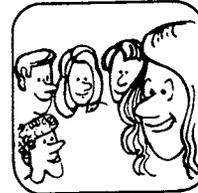
GOALS and VALUES



RESOURCES and ORGANIZATION



STANDARDS and DECISION MAKING



You will learn about more than managing only yourself.

In Social Management you will learn a lot about you and other people:

- How to meet new people.
- How to give people compliments.
- How to make friends.
- How to ask for help when you need it.
- How to solve the conflicts you have with your brothers, sisters, parents, or friends.
- How to try new adventures (new hobbies or new places).

Does this interest you?

Social Management means having nice manners when you are around other people so things happen smoothly for you and you show consideration for others.

In this project:

- 1) the questions and puzzles you answer will help you to understand yourself and express your ideas.
- 2) the project meetings will allow you to meet other 4-H'ers in the county.
- 3) the guidelines for the project meetings and the self-tests (at the end of each chapter) will remind you of important social skills.
- 4) chapter 7 will help you apply management skills to your responsibilities at home and school. Follow the checklists and discover how to be more considerate of the people you live with.
- 5) a social manager (appendix A) will help you with some of your problems and tell you where to get more help.



- 6) the challenges (appendix A) will remind you to challenge yourself and apply what you have learned from the project meetings.

Remember to fill out the evaluation form in appendix A. That will tell us (the state 4-H people) what you think of the project. Give this form to your leader.

I hope this project is fun and worthwhile for you. You will find it's great to Live As If People Mattered!

Sincerely,

Sherie Mentzer

Sherie Mentzer
Curriculum Developer
4-H and Youth Development

Issued in furtherance of cooperative extension work in agriculture and home economics, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Roland H. Abraham, Director of Agricultural Extension Service, University of Minnesota, St. Paul, Minnesota 55108. We offer our programs and facilities to all people without regard to race, creed, color, sex, or national origin.

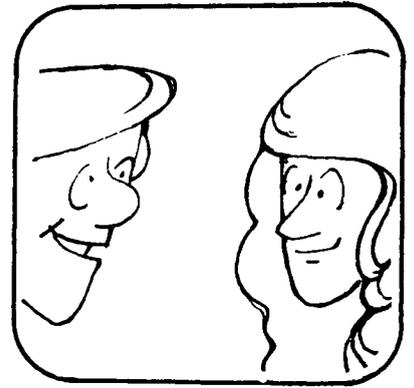
Authors: Mary Frances Lamison, extension specialist, home management; Sherie Mentzer, curriculum coordinator, 4-H and Youth Development; and Juanita Reed, extension specialist, 4-H and Youth Development.



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CHAPTER 1

MAKING GOALS AS IF PEOPLE MATTERED

Goals

◇ The goals that you set for your life show that you really care about yourself.

You could spend your time wishing you were someone else (smarter, cuter, stronger, happier), or you could set some goals to help you be who you want to be. Your determination to reach those goals will make your wishes come true.

Share one goal that you have for your life.

◇ By setting a goal for yourself, you show that you value yourself as a growing, interested person who wants to explore more in life. You don't feel that you are better than other people. All people have their talents to discover, and you should be excited about discovering yours.



Your determination and goals are what will decide the quality of your life.

Short-term goals can be reached in 1 day. Intermediate goals take a week or two (or longer) to finish. Long-term goals might take a month or a year or the rest of your life.



Chris's goals for today:

or

Terry's goals for today:

1. Repot a plant
2. Go for a swim
3. Wash hair
4. Practice piano for ½ hour
5. Weed the garden

1. Clean the bathroom
2. Find out the cost of a new bike chain
3. Pick ripe strawberries
4. Finish two more steps on rocketry project
5. Clean mud off tennis shoes

What long-term goals might Terry or Chris have in mind?

Complete this chart for yourself.

Five short-term goals for today	Five intermediate goals for this week	Two goals for this month	Have one long-term goal for the next 3 months
1.	1.	1.	
2.	2.		
3.	3.	2.	
4.	4.		
5.	5.		

➤ The goals that you set for yourself every day help you to see yourself growing.

Set five goals each day. Each goal will be part of a short-term intermediate, or long-term goal. When those goals are reached, you become proud of what you can do.

➤ Don't worry if you don't finish all your goals for the day. What is important is that you set goals to get you started on the right track.

Dear Social Manager,

I have always had the dream of being a veterinarian. How can I get started on my goal? Whom can I talk to? What should I do first?

Doc

➤ Your goals can be very challenging, such as becoming a millionaire or visiting every country in the world. No goal is impossible if you follow these steps:

First Step: Get a clear picture of your goal

- ① Decide on your standards for that goal. What quantity and quality do you want to reach?



1. Look at the highest possible standard. What have the experts achieved?

Name the people you can talk to who know the most about:

- bicycle repair _____
- making pancakes _____
- training dogs _____

2. Then be realistic about your resources. How much time, money, and energy do you really have for this goal? When you get information about the money and time your goal will take, check to see if you are still interested.

Be realistic! How much do you really want to spend on

- a birthday present?	\$0	\$2	\$5
- an outfit for a party?	\$0	\$15	\$25
- a snack after school?	\$0	\$1	\$5

3. Decide which goals and standards are right for you. Let the rest be for someone else. Don't get overloaded trying to do all the 4-H projects or all the fun things; you will go crazy!

Rank your standards: 1-highest to 10-lowest

_____ pet care	_____ my sport skill
_____ my appearance	_____ my friendships
_____ my schoolwork	_____ my sleep time
_____ my job-earning money	_____ my health care
_____ my musical skill	_____ my caring for my family

Dear Social Manager,

I want to be on the 4-H softball team for our club. I have decided that I won't fight to be the champions, but I want to enjoy the game. How can I get others to have the same standard?

First Base

Second Step: Make a Careful Plan -- Be Organized

2

1. Work out a plan that will show your short-term and intermediate goals.
2. Make yourself a time schedule. When do I want to have each goal finished? How much time will it take me?

When will I start _____ and finish _____ cleaning my room?
 (Or list a chore you need to do at home: _____)



When will I start _____ and finish _____ planting my garden?
 (Or list your 4-H project: _____)

When will I start _____ and finish _____ my goal to own my own
 motorcycle? (Or list a long range project of yours: _____)

Dear Social Manager,

My goal is to make some friends. I would like to invite Maria, a new friend to go canoeing with our family. How can I plan what to say to my parents to make it happen? Please help me plan ahead.

Friendly

Third Step: Patience and Determination and Discipline

3

1. Get the right environment; study or work in a place that has few distractions and temptations. If you are saving money, don't even look into store windows.

Name the best place:

to study _____

to learn about cars _____

to make friends _____

to learn about birds _____

to learn how to cook _____

to learn about baseball _____

2. Look for heroes; read about people who have accomplished your goal or meet them or make them your friends. They will remind you that your goal is possible.

List some people who are your heroes and why you admire them.

HERO	WHY YOU ADMIRE
_____	_____
_____	_____
_____	_____





Heroes make you more determined to reach your goal.

- 3. Find someone who thinks that your goal is a good idea. It is like having a cheerleader. Get to know others who are interested in your goals and do things with them.

Name two people who might be interested in your goal, too.

Goal _____ Interested people _____

What will you say to people to find out if they would be interested in some of your goals?

Dear Social Manager,

I love acting and anything that is with the theatre. How can I learn more and get some experience? How can I get help from 4-H or other agencies in my community?

Star

- 4. Develop habits that will help you reach your goals. Don't put off getting started. Being bored is a waste of time. Plan and act.

When you are angry, hit a punching bag or a pillow rather than overeating or getting depressed. Learn an automatic answer when anything tempts you away from your goal. This is helpful when you want to break old habits. "No, I don't want to spend any money," or "I'd rather ride my bike than go in the car."



Name some of your good habits that keep you going in the right direction:

5. Select goals that will help you see yourself grow and become more self-confident. You will be excited to see yourself changing and learning.
6. Move one step at a time. Be patient as you work toward your goal.
 - Maybe the next step is to make a telephone call or buy a can of paint or ask one person for help.

What is the next small step to take after you do each of these:

You put your sock on _____

You get an OK from your parents to have a birthday party _____

You buy some material and a pattern _____

You receive a compliment _____

You don't know the person who just sat down next to you at a 4-H meeting _____

You decide to go to camp _____

Bees must visit 5,000 flowers to make a spoonful of honey; they move one flower at a time.

7. Small rewards can help you stick with your goal. They will help you stay motivated and determined when you want to give up.
 - "After I rake these leaves, I'm going to have some lemonade."
 - "After I clean up the backyard, I will invite friends over to play volleyball."
- Be proud of what you have accomplished and accept other's compliments.

Dear Social Manager,

I won a purple ribbon for my photography project. People compliment me, and I feel embarrassed. What can I say? What can I say to my photography leader who helped me so much?

Picture Perfect



SETTING YOUR GOALS AND STANDARDS

Don't set your goals too low! When your goals are easy you will probably be bored and really unenergetic about what you are doing. (Your inner resources are not challenged to develop and grow.)

People often set low, unchallenging goals, because they don't want to look stupid or embarrassed. Try something new with the attitude that you might not be perfect, but you want to try.

Name some easy goals for yourself that really wouldn't be much of a challenge.

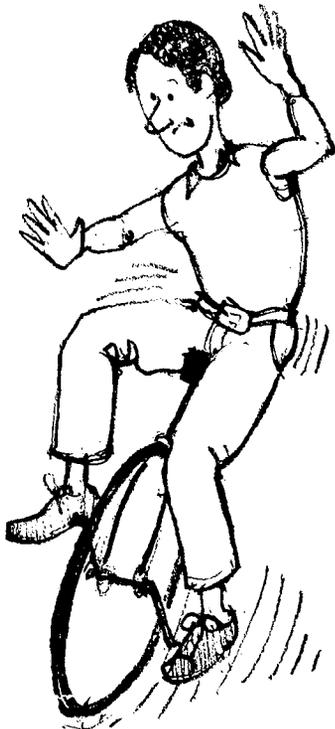
GOAL	THE CHALLENGE
People goal	
Things to do goal	
Places to go goal	

Now how can you change each one to make it an exciting challenge.

Dear Social Manager,

I have a friend who is stuck. She always takes the same 4-H projects just so she can get a ribbon. She always stays with the same friends and does the same activities. What can I say to her to encourage her to try something new?

Tow Truck



A challenging goal is worth the awkwardness because it is fun and exciting and new.



BUT WHAT IF I FAIL?

➤ No one likes to fail or make mistakes. But failures and mistakes can be challenges. They are ways that you can learn more about what you can do, what you can not do, and how to try a different approach.

Name the biggest and most embarrassing failure of your life:

What three things did you learn from it that helped you grow?

- 1.
- 2.
- 3.

Dear Social Manager,

Joan and I practiced every day for the choir try outs. Joan got accepted. I am sad that I didn't make it, but I learned a lot by trying. What can I say to congratulate her and let her know that we can still be friends?

Off Key



YOUR GOALS WILL CHANGE

➤ Your goals will change as you change and grow. You will develop new values, meet new people, and have new dreams. You can make life a process of growth and change.

List some goals you had when you were 6 years old.	List some goals you had when you were 10 years old.	List some goals that you might have when you are 25 years old.



Goals will help you explore and expand yourself. As you become more comfortable being you, you will:

- discover that you can meet new people, handle problems, learn new habits.
- let yourself be yourself.
- see life as an interesting experience.

Dear Social Manager,

Since I have come back from camp I am very excited about being a tennis champion. All I want to do is think about how I can really do it. My parents and friends think I am crazy. How can I explain to them that my interests have changed and that I am serious?

T. Rasket



Goals are presents you give to yourself to become what you want to become.

Remember, you have only one lifetime to do and explore and learn about life. When you find yourself saying that you wish you had more time, you will know that you have some goals that are making you excited about life!

Your goal will help you meet more people, enjoy them, and learn from them. They will also have a chance to meet someone as special as you!

GUIDELINES FOR MEETING SOMEONE NEW

Introducing yourself

- Move up close to the person you want to meet, look at them, and smile. When you introduce yourself, sound sincere, not phony.
- You may offer to shake hands with the person as you speak. It is appropriate for any person, male or female, to shake hands when he or she meets someone. A strong, warm handshake shows friendship.
- Address that person by his or her name, if you know it. Give your name and some information about who you are or why you wanted to meet this person. If you don't know who the person is, ask his or her name.
- Speak clearly and loudly so that you can be understood.
"Hello, Mr. Thompson, my name is Connie Smith, I'm from a 4-H club in Anoka."
- ◇ - Ask that person a question to encourage a return introduction.
"Who are you, and what town are you from?"

Introducing two people to each other

- Get the names correct. Use Dr., Mr., Mrs., Ms., or Miss if you want to be formal. Use their first names if you want to be informal.
- State the favored person's name first (an older or more honored person).
- ◇ - Give some bit of information about each person so it is easy for them to start talking to each other.
"Mr. Carlson, I'd like you to meet my brother, Joe Nelson. Joe has been helping with 4-H County Fair decorations. Joe, Mr. Carlson has been helping us plan the paintings for the school play."

When introducing one person to a group

- State the person's name clearly so everyone can hear.
- Give the group some information about this person and why you want them to meet her or him.
- If the group isn't too large, also give the names and background information about each person to the newcomer.
"I'd like you all to meet my mother, she's interested in how we make these terrariums. Mother, this is Joan Smith, Robin Collins, and Terri Frent. They are experts at making terrariums."

◇ Introductions help people meet each other and begin a conversation.

- Make each introduction pleasant and informative.
 - Add a little humor to make everyone feel more relaxed.
- 

When you are introduced to someone, remember his or her name and background. It's embarrassing when you've met someone before, but you've forgotten who they are.

Guidelines for having a conversation

- ◇ - Be a good listener.
 - Don't brag or boast or pretend to know something you don't. Don't be afraid to say, "I don't know."
- ◇ - Don't put that person down by what you say. Don't ignore, criticize, or be sarcastic or nasty with cutting remarks such as "Oh, I've heard that before."
 - Don't monopolize the conversation.
 - Ask questions of that other person to show an interest in his or her ideas and to encourage a sharing of opinions.
 - Don't tell old jokes or repeat stories.
- ◇ - Stop talking when you realize that you are boring others, change the subject, and apologize for rattling on.
 - Listen when the other person is talking. If you're not interested or are distracted, excuse yourself and explain to the other person how you are feeling.
 - Don't interrupt. Interrupting is a sign of not wanting to respect all of what someone is saying. If it's important, excuse yourself for interrupting.
 - If a new person enters the group say hello or introduce him or her to the others. Help everyone feel included in the conversation.
 - On the telephone, speak as if you were talking in person to the person. Give your name. Greet the person who answers the phone if you know them even if he or she isn't the one you want to talk to.
- ◇ - Be friendly when you answer the phone. Offer to take a message for someone, and make sure the message gets delivered.
 - Call at a convenient time, not at meal time or when people are asleep. Ask if that person has time to talk if you expect a long conversation. "Do you have 10 minutes to give me some information?"
 - Don't keep a visitor waiting while you talk on the phone.
 - Dial carefully. If you get the wrong number, excuse yourself.



SELF TEST - MEETING NEW PEOPLE

(Circle the number that best describes where you fit.)

1. I understand the different parts of the social management project -- the manual, records, and project meetings.
Don't understand 1 2 3 4 5 6 7 8 9 10 Fully understand
2. I can introduce myself to a new person I meet.
Never 1 2 3 4 5 6 7 8 9 10 Always
3. I can show others through my actions that I'm glad to meet them.
Never 1 2 3 4 5 6 7 8 9 10 Always
4. I am aware of when I'm boring other people and not giving them a chance to speak.
Never 1 2 3 4 5 6 7 8 9 10 Always
5. I can ask people questions to encourage them to talk about their ideas.
Never 1 2 3 4 5 6 7 8 9 10 Always
6. I can introduce two people and help them start a conversation with each other.
Never 1 2 3 4 5 6 7 8 9 10 Always
7. I share some of my ideas and feelings with the people I meet.
Never 1 2 3 4 5 6 7 8 9 10 Always
8. I am relaxed when I meet a new person.
Never 1 2 3 4 5 6 7 8 9 10 Always
9. I listen to words and watch facial gestures and body language when I'm talking with someone.
Never 1 2 3 4 5 6 7 8 9 10 Always
10. I can remember the names and the backgrounds of the people I've met.
Never 1 2 3 4 5 6 7 8 9 10 Always





CHAPTER 2

CHOOSING YOUR STANDARDS AS IF PEOPLE MATTERED

Standards

Standards are contracts that you make with yourself each time you set a goal. They can tell you the quality or quantity of your goal, the way you will perform to get to that goal, or the reward that you are aiming for.

Here are some examples of Tom's standards and goals. (His standards are underlined.)

- to take piano lessons and practice for ½ hour each day.
- to go fishing on Saturday with Dad, get enough fish for supper.
- to get together a baseball team with friends, learn to play well so that we can be league champions.

Those standards will help Tom know when he has reached his goals. These standards also reflect Tom's values. You can see that he values baseball more than he does piano lessons.

Each standard requires decisionmaking skills. You need to decide how hard you want to work on that goal, how many of your resources you will use toward it, and what rewards you want to earn.

Check your standard.	<u>Spend 15 min. day</u>	<u>Spend ½ hr. day</u>	<u>Spend 1 hr. day</u>
Family chores	_____	_____	_____
Sports	_____	_____	_____
Pets	_____	_____	_____
School projects	_____	_____	_____

A standard is set every time you make a specific decision about a goal that you have for yourself. Standards can be set for almost anything you do.



Dear Social Manager,

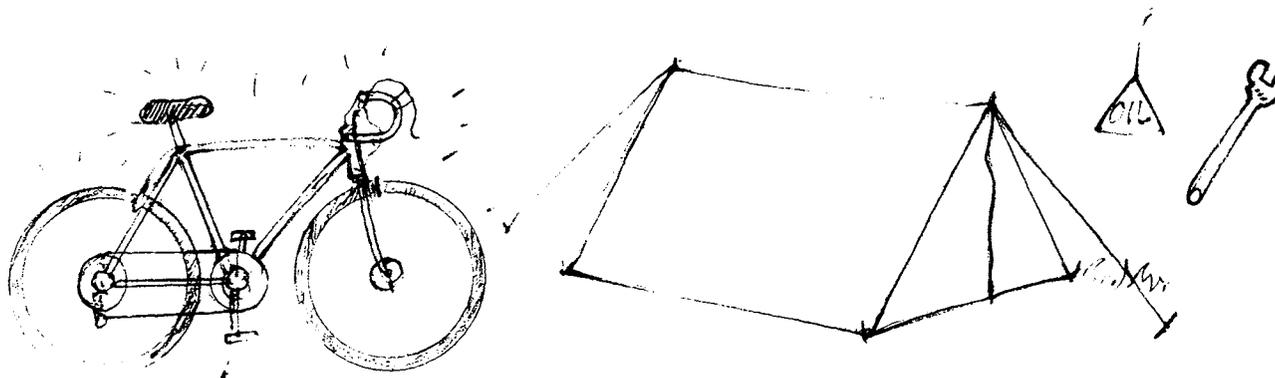
My friend bought special clothes for 4-H camp. I've spent all my money on a guitar lesson. What can I say when they tease me about my camp clothes? I don't want to be out of the crowd, it's just that we've got different standards.

Fast Fingers

➤ Your standards will show what you value and what is important to you. When you have decided on your standard, you can begin to act, to spend your time, money, and ideas in the most important way.

John heard about a 4-H bike trip for the summer. He decided that he would have it for a goal. For this long bike trip he needs to bike 5 miles a day to get in shape. He also needs to buy camping gear and a new bicycle. This trip means that he has chosen a high standard for his bike trip. It has caused him to bike to school, save his money, and take a bike repair class.

Circle all the decisions that he made for his goal.



➤ It is very difficult to set your standards because you must consider your goals, values, and resources.

Keep your standards realistic. Do they reflect your resources and goals?

➤ If your standards are too high, you will disappoint yourself. Can you buy a fancy bike if you don't have the money? Can you really be a super athlete if you have a bad heart?

➤ If your standards are too low, you will never really challenge yourself to see what you can do! Do you really want to always hand in sloppy homework assignments? Can you try to play a challenging new song on the guitar?



With the following goals in mind, circle which of these standards would be too high for you. Cross out those that would be too low.

Remember, think about your resources, goals, and values, and then set your standards.

GOALS		STANDARDS	
making friends	don't care too much about friends, mostly want to be alone	like to have a few very special friends whom I can trust and be myself with	don't want special friends, enjoy lots of people to do things with and have fun with
finish school	study sometimes, but school isn't the most important thing to me	study and do assignments, I care about the grades I get	"A" student, enjoy studying, learning and doing many extra projects
buy a car	\$150 car that needs repairs	\$500 used car	\$2800 new car
getting a job	only a part-time job where I just follow orders	a part-time job where I'm in charge of a group of people	full-time job where I'm on my own and making all the decisions

For each goal it is important that you know what the highest standard could be. What must you do to get the purple ribbon or an Olympic medal?

Dear Social Manager,

My goal is to get on the swim team at school. That means I have to swim 50 yards in 56.9 seconds doing the crawl. I know the Olympic record is 39.6 seconds, but I don't want to work for that standard. How can I talk to my friends about my goal without it sounding like I'm bragging and putting them down?

all that

There are many things you can do to reach a high standard for your goal.

Here are some examples:

- read books
- talk to experts (doctors, plumbers, contractors, professors, athletes, etc.)
- get pamphlets from extension office
- write to a company for more information
- take classes at school, a community center, or a special summer or winter camp



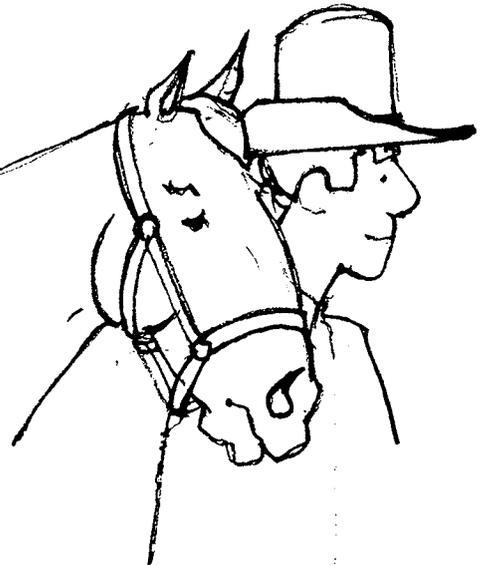
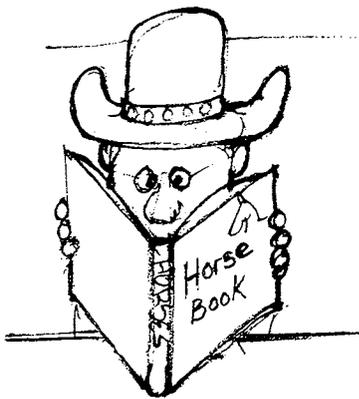
- spend hours practicing
- find friends who have the same goal so you can talk about it and do projects together
- save your money for it
- get a job that is related to your goal
- get kits, models, or patterns to follow
- buy magazines, newspapers, or books that will teach you more
- visit the stores that give you information and supply you with the equipment
- find a special box or drawer to store all your information and make some "work space" for your project (could be a corner in your room or the garage)
- visit places that will teach you more or give you ideas (auto show, flower exhibit, style show)
- make time in your future for this goal (bike trip, family reunion)

Now name two projects that you have a high standard for.

1.

2.

Check off any of the above activity examples that you have done for these goals.



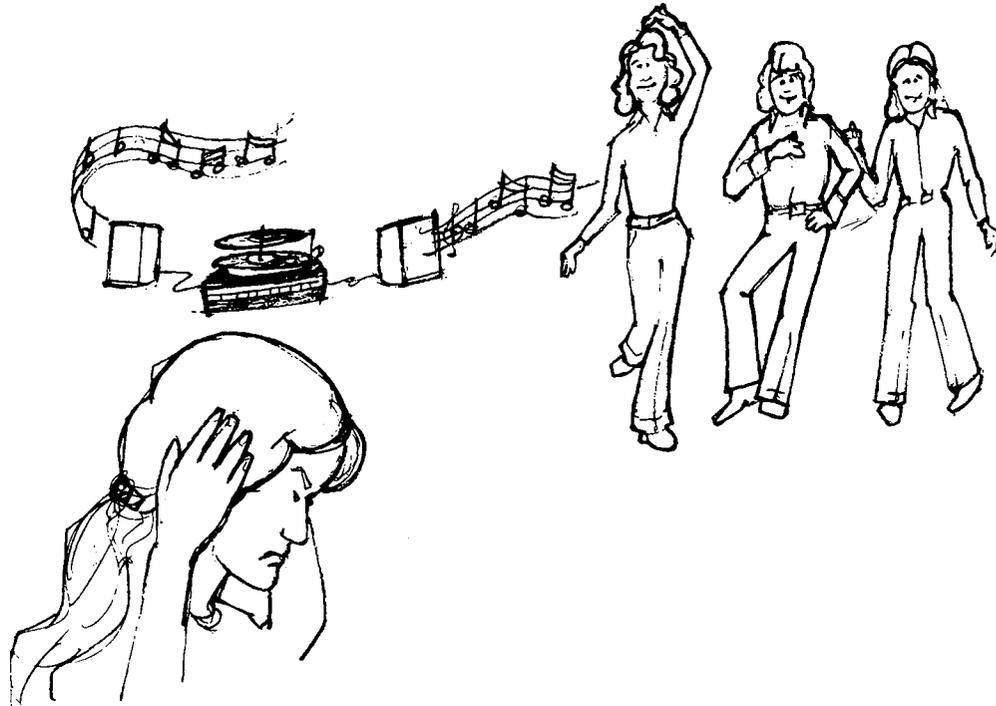
◇ Your standards change as you change. As you meet new people, learn new ideas, or see a special 4-H demonstration, your standards will change. Your standard will also change for different situations.

Dear Social Manager,

Since I went to the Junior Leadership Conference, I have learned how important it is to be friendly to all people in the club. Now my friends think I'm weird introducing people and talking to the younger members. How can I still be their friend but also be a friendlier person to everyone?

Smiley

Your standards will probably be similar to those held by the people you like. If not, maybe you need to spend less time with them and to look for new friends.



◇ Your standards must be flexible. If your family needs your help, you may decide to spend only 5 minutes fixing your bike rather than ½ hour so that you can help make dinner.

Standards change in different situations. At these times (below) will your standards go up ↑ , down ↓ , or stay the same ● for these goals?



Circle the right symbol.

At these times	Standards for:			
	schoolwork	4-H	making friends	appearance
when you are sick	↑ • ↓	↑ • ↓	↑ • ↓	↑ • ↓
before county fair	↑ • ↓	↑ • ↓	↑ • ↓	↑ • ↓
before a class speech	↑ • ↓	↑ • ↓	↑ • ↓	↑ • ↓
when rollerskating on Saturday night	↑ • ↓	↑ • ↓	↑ • ↓	↑ • ↓
when your mother is sick	↑ • ↓	↑ • ↓	↑ • ↓	↑ • ↓

Other cultures, races, and socioeconomic groups have different standards. It will help you to understand another person better if you find that their standards differ from yours.

Dear Social Manager,

My friend, Jose and I have different standards for being on time. Whenever we go someplace together, he always makes us ½ hour late. I like to be on time. What can I do? What can I say to him to still be his friend, but to also get to places on time?

Clock Watcher

Interview three people from different cultural backgrounds. Find out their answers to these questions.

1. What is the most important thing (knowledge or skill) that your family has given you?
2. What hobbies and activities are the most important to your family?
3. List some foods that are most enjoyed by your family.

1st Interview

2nd Interview

3rd Interview

Some standards are yours alone, and some are the same as other people's standards. You might be the only person with a standard to practice your music lesson for 1 hour a day or to meet everyone in your class or to win a photography award.

Can you describe how you are unique from all the people you know? List some standards you have for yourself that no one else has. Also name the goal they go with.

<u>Standards</u>	<u>Goals</u>

Your standards will help you reach every goal. They will help you as a decisionmaker and as a social manager. You decide how you want to learn from other people and become friends with them. Your standards will remind you when you are forgetting to respect others and when they're forgetting to respect you.

GUIDELINES FOR SHOWING YOUR APPRECIATION

- ▷ - Give compliments naturally and spontaneously without thought of getting something in return.
- Write small thank you notes or phone someone to give a compliment or say hello.
- Trust your first impulse to say thank you or give a compliment. The longer you wait, the greater the chance that you'll forget about it or say that it is too late.
- ▷ - Give away smiles; they're contagious.
- Share with others the things you like about your family, friends, the weather, and the city. Help others remember to find the enjoyable parts of life.
- Give away a hug or a pat on the back.
- Look for ways to compliment others, even the people you don't know.
- Thank people for holding a door open or letting you sit in the front seat of the car.
- Appreciate when someone is honest enough to criticize you as well as compliment you.
- Whenever possible, don't give money or a gift to show your appreciation. Give a letter, smile, kind word, or thoughtful act.
- Bring something extra to share, part of your lunch or some of your sun lotion.



- Notice when someone has given special efforts to care for hair, clothes, garden, or school report. Praise him or her on the good job.
- ↳ - Show an interest in someone else's ideas or experiences even though it might seem boring to you. Think of what it means to you to have someone listen to your ideas.
- Don't ignore people; at least give them a friendly smile.
- Be well groomed for others who have to look at you; don't embarrass or make others feel uncomfortable.
- Offer something, food or drink, to others before you take your share.
- Appreciate when someone has given you some advice or a suggestion. Thank them for thinking of you.
- Learn to have empathy for others. (Try to get into their feelings or needs.) Put yourself in the other person's place. Be sympathetic to other people's troubles, problems, frustrations, and sorrows; rejoice with them in good fortune.

When in a group

- Show consideration for every person's contributions to the group. Thank the person who did all the organizing, baking, or driving. Work along with each person, and encourage others in the group to help.
- ↳ - Notice someone who is shy and feels left out. Ask for his or her comments or ideas, or offer them something to do. This will remind the person that he or she is important to the group.
- Pleasantly remind people how they can be more helpful or considerate of others.
- ↳ - Encourage the group to consider all people's opinions rather than doing what just a few people want.
- Let your anger out. You have a right to be angry with others, but don't keep it hidden and let it grow. Get it out; tell people how you feel. Don't give anger a chance to overpower you.



SELF TEST FOR SHOWING YOUR APPRECIATION

1. I can find something positive to say about each person.
Never 1 2 3 4 5 6 7 8 9 10 Always
2. I will write someone a short note when I want to express my concern, sympathy, love, anger, or appreciation.
Never 1 2 3 4 5 6 7 8 9 10 Always
3. I accept compliments from others with a "thank you."
Never 1 2 3 4 5 6 7 8 9 10 Always
4. People know when I appreciate them.
Never 1 2 3 4 5 6 7 8 9 10 Always
5. I know when my actions are being considerate or inconsiderate of others.
Never 1 2 3 4 5 6 7 8 9 10 Always
6. I smile when I feel happy.
Never 1 2 3 4 5 6 7 8 9 10 Always
7. I remind myself that I am a capable, valuable, and loveable person even when I don't feel like it.
Never 1 2 3 4 5 6 7 8 9 10 Always
8. I have different standards for showing my appreciation depending on the situation.
Never 1 2 3 4 5 6 7 8 9 10 Always
9. I use my resources to make others feel valuable and important.
Never 1 2 3 4 5 6 7 8 9 10 Always
10. I organize my day so that I have a few minutes to do a favor for someone else.
Never 1 2 3 4 5 6 7 8 9 10 Always





Values

CHAPTER 3

CHOOSING YOUR VALUES AS IF PEOPLE MATTERED



➤ A value can be an idea, a person, a thing, a way to act.

- Jane values nice clothes, schoolwork, and being orderly.
- Ted values dogs, carpentry, and being kind.
- Valerie values racing cars, mystery stories, and being different.

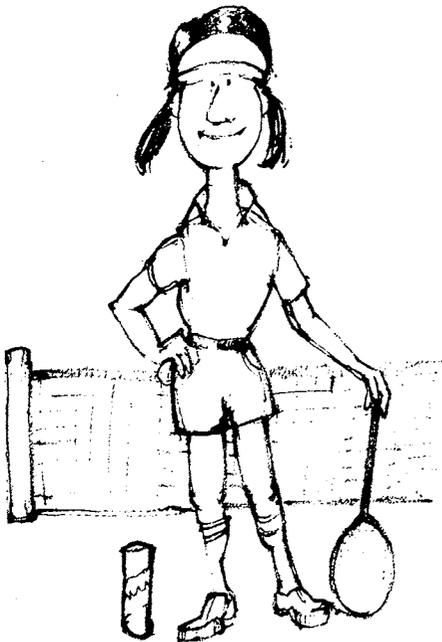
➤ When you have a value, you will be proud of it and not afraid to tell others, choose it above anything else to do, and do things to show that this is really important to you.

A true value is something you carry around with you all the time!

Tell us what you value:

It is really important to me and I'm proud of--	When I am free to choose what I want to do, I want to--	By watching how I act, you know that I value--
-------------------------------------------------	---------------------------------------------------------	------------------------------------------------

If you find one thing that appears in all three boxes, then it is a true value.



Sally Racket is always talking about her tennis team. She will tell you everything you would ever want to know about tennis. It seems as though she's got a one track mind--TENNIS ANYONE?

Your choices indicate your values.



Dear Social Manager,

My brother values his trumpet, he plays it all the time. I value having my friends over after school. We can't even talk or play records when he is playing his horn. What can I say to my brother?

Drowned Out

◇ Your true values are the ideals that you live by. True values are general guidelines that state how you want to live and relate to life.

In the following list of values find the five most important and the five least important for your life.

- | Five most important | Five least important |
|------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <input type="checkbox"/> ACHIEVEMENT (accomplish goals after effort and determination) | |
| <input type="checkbox"/> BEAUTY (appreciate and enjoy beauty in art, music, and nature) | |
| <input type="checkbox"/> CREATIVITY (thinking of new ideas and designs that solve problems and concerns) | |
| <input type="checkbox"/> EMOTIONAL WELL BEING (peace of mind, inner security, and ability to recognize and handle inner conflicts) | |
| <input type="checkbox"/> FREEDOM (independence to make own choices and decisions) | |
| <input type="checkbox"/> FAIRNESS (equality and justice for all people) | |
| <input type="checkbox"/> HEALTH (physically sound and capable) | |
| <input type="checkbox"/> HONESTY (being frank and genuine with yourself and others) | |
| <input type="checkbox"/> KNOWLEDGE (seeking truth, information, and principles for the satisfaction of curiosity) | |
| <input type="checkbox"/> LOVE (warmth, caring, unselfish devotion that accepts another in loyalty and seeks his or her good) | |
| <input type="checkbox"/> LOYALTY (being faithful to a person, group, or institution) | |
| <input type="checkbox"/> MORALITY (keeping ethical standards and values) | |
| <input type="checkbox"/> PHYSICAL APPEARANCE (concern for your attractiveness and being neat, clean, and well groomed) | |
| <input type="checkbox"/> PLEASURE (satisfaction, gratification, fun, and joy) | |
| <input type="checkbox"/> POWER (possession of control, authority, and influence over others) | |



- _____ RECOGNITION (being important, well liked, and accepted)
- _____ RELIGIOUS FAITH (having a religious belief, being in a relationship with a God)
- _____ SKILL (being able to use your knowledge effectively, being good at doing something important to you and others)
- _____ WEALTH (having many possessions and plenty of money for the things you want)
- _____ WISDOM (having mature understanding, insight, good sense, and judgment)¹

Your values can be either material, aesthetic, or moral values.

▷ A material value is something that you own. This could be a pet, a machine, clothes, or sports equipment. It is something that you take good care of and worry about protecting.

Name some material values of yours.

Name some material values of your brother, sister, or friend that are very different from your own.



A material value is something that you own that is very important to you.

¹Taken in part from the W. Clemont and Jessie V. Stone Foundation, Copyright 1972.



STOP! Sometimes people buy things without considering how much time, money, or care they will require.

How much does your pet or hobby cost a year?	
_____ money	_____ time
How much do your craft and art projects cost you a year?	
_____ money	_____ time

Dear Social Manager,

I value my bicycle, but my friend borrows it and mistreats it. What can I do to keep a friend and a bicycle?

Bent Bicycle

➤ An aesthetic value is something that you enjoy, but it doesn't have an economic or practical value. It is something that you feel, see, hear, taste, or touch that makes you feel good.

Joan loves anything purple. Terry loves the taste of garlic.
Cindy loves the quietness of an early morning walk.

Each person has something that is special to him or her. It doesn't have a money value, but it makes life beautiful.

Aesthetic values spice up your life!

Name some of your aesthetic values. They probably don't make sense to other people, but they mean a lot to you.

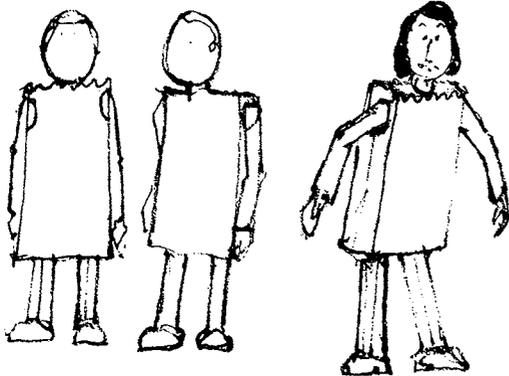
Not all people will see the same things as "aesthetic."

John feels good about his insect collection. His mother can't stand it.

Father loves the smell of his pipes, but Jane thinks they stink!

Name some aesthetic values for the members of your family. How do you help each other understand your feelings?





WATCH OUT!
Ask yourself,
"Is this something I value
or is this someone else's
value?"

▷ A moral value is a way that you want to act toward other people and toward life.
A moral value says that you believe it is wrong or right for you to live or act in a certain way. Some examples might be that:

Cathy's moral values are --

- I should never kill.
- I should never disagree with adults.
- I should never show anger.

Often churches give specific moral values.

Indicate your moral values by completing these questions.

I feel . . .

. . . it is wrong for me to _____
_____.

. . . I would never want to _____
_____.

. . . I want to always try to _____
_____.

A rule that I follow when I make a decision is _____

_____.

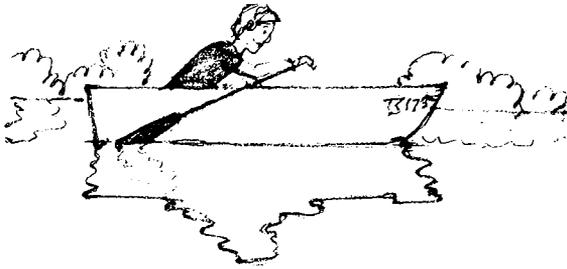
Dear Social Manager,

I feel that people should value nature by not littering, not polluting, and not destroying animals and plants. What are some ways that I can tell people how much I care?

Nature Lover



Your values will guide you when you set your goals and decide on your standards. They will help you decide how to use your resources, time, and energy. You will use your values to remind you how to treat people. They will help you decide how you want to act in any situation. Because of them you will be angry, joyful, sad or afraid. Your values make a difference in how you feel and how you relate to others.



*A true value
is prized, freely
chosen, and
acted upon.*

Think about next summer or the next 3 months. For each goal you list below, answer the following questions:

1. What resources (money, tools, friends, information) will I need?
2. What are my standards for that goal? What quality, quantity, performance, or recognition do I want?
3. What is a deadline for reaching that goal?
4. This goal shows that I value _____.

FUN PLACES TO GO	UNPLEASANT THINGS THAT HAVE TO GET DONE
Goal:	Goal:
1.	1.
2.	2.
3.	3.
4.	4.
Goal:	Goal:
1.	1.
2.	2.
3.	3.
4.	4.



PROJECTS TO DO	SKILLS TO LEARN TO DO OR GET BETTER AT DOING
Goal:	Goal:
1. 2. 3. 4.	1. 2. 3. 4.
Goal:	Goal:
1. 2. 3. 4.	1. 2. 3. 4.

◇ Your values show that you value yourself. They help make life meaningful and valuable for you.

GUIDELINES FOR MAKING FRIENDS

- Be considerate of your friends by knowing when they are in the wrong mood for what you want to do.
- ◇ - Ask them what their ideas or needs are, and then share your own. Learn to find a compromise. Say "I would like to do this. What would you like to do?"
- Be considerate of a person's likes and dislikes. Ask his or her preference if you don't know.
- Be on time. Remember the promises you make. Return things that you borrow in even better condition.
- ◇ - Give support when your friends have problems. Listen to what bothers them, and give them encouragement. Suggest things that might be helpful. Remind them that you have confidence in them.
- Share your ideas, your skills, your knowledge with others freely when asked.
- Be honest with a friend when you're mad, upset, angry, pleased, frustrated, concerned, or hurt.
- Give constructive criticism to your friends rather than talk behind their backs.
- Be happy instead of jealous about their successes. Be comforting when they are afraid, upset, or sad.
- Don't talk or act in a way that would embarrass or hurt your friends.



- Be confidential with the personal things they share with you.
- Encourage them with sincere compliments and kind criticisms. Always find the good in what they do. Tell your friends what you appreciate about them.
- ⇒ - Learn to listen for how they feel behind what they say. "I'm so happy," can be said with a very sad voice.
- Learn to be silent with your friend, to enjoy just being together.
- When you disagree, talk about it. Consider what you are doing to create the problem.
- Share your laughter and your jokes to make them laugh.
- ⇒ - Accept them the way they are. They aren't always right or perfect or beautiful, or nice, and neither are you.
- Understand when they need to be alone.
- Be able to say, "I'm sorry" or "I made a mistake."
- Don't use your friend by expecting them to do things for you or to be your slave, your excuse, or your rescuer.
- When you don't understand what someone wants to say, ask him or her to repeat it or to say it in a different way so you can understand it.
- ⇒ - Speak up for yourself rather than making other people speak for you or make your decisions.

SELF TEST -- MAKING FRIENDS

(Circle the number that best describes where you fit.)

1. The activities I do with my friends express my values.
Never 1 2 3 4 5 6 7 8 9 10 Always
2. I can share my feelings and thoughts with some of the group members.
Never 1 2 3 4 5 6 7 8 9 10 Always
3. I do special favors for my friends to make them feel good.
Never 1 2 3 4 5 6 7 8 9 10 Always
4. I can listen for verbal and nonverbal communication when I'm with another person.
Never 1 2 3 4 5 6 7 8 9 10 Always
5. I am aware of the role that I usually play in group decisionmaking and know ways that I can help the group cooperate.
Never 1 2 3 4 5 6 7 8 9 10 Always
6. I understand what trust is and how important it is in a friendship.
Don't understand 1 2 3 4 5 6 7 8 9 10 Fully understand
7. I can trust some people enough to share some of my feelings.
Never 1 2 3 4 5 6 7 8 9 10 Always
8. When I have problems with my friends, my values help me decide what to do.
Never 1 2 3 4 5 6 7 8 9 10 Always
9. In order to build trust, I can respond with support and acceptance when someone else shares.
Never 1 2 3 4 5 6 7 8 9 10 Always
10. I can listen to my friends' ideas and opinions and also express my own, even when they are different.
Never 1 2 3 4 5 6 7 8 9 10 Always
11. I can say no when I disagree. My values are shown by how I act.
Never 1 2 3 4 5 6 7 8 9 10 Always
12. I can organize my day so that I have time to be friendly.
Never 1 2 3 4 5 6 7 8 9 10 Always
13. I can use the management ideas (organization, decisionmaking, values, goals, standards, resources) to help me make friends.
Never 1 2 3 4 5 6 7 8 9 10 Always
- 



CHAPTER 4

DEVELOPING YOUR RESOURCES AS IF PEOPLE MATTERED

Resources

➤ Your resources help you reach your goals. They will help you make friends and try new ideas. We all have different amounts of these resources, but each resource can be developed.

Here is the list of resources that we all have.

Here is how you can increase those resources.

KNOWLEDGE	Read books, take classes, think, watch, ask questions.
SKILLS & ABILITIES	Practice, learn more.
PEOPLE RESOURCES (friends, teachers, relatives)	Make new friends, ask people for help.
COMMUNITY RESOURCES (parks, stores, public buildings and programs)	Learn what is happening in the community, ask questions, visit new places.
PERSONALITY	Talk to people, try new experiences, learn to like yourself.

Dear Social Manager,

I have a hard time meeting new people and being friendly. I am so shy that people think I am stuck up. How can I change my personality to be more interesting?

Mousie



MATERIAL POSSESSIONS (tools, machines, things)	Take care of the things you own, use what you have, buy or make things.
NATURAL RESOURCES (air, water, animals, food, plants)	Don't waste resources by polluting, recycle, don't buy things you don't need, keep the environment safe for animals and plants.
MONEY	Spend your money on things that are important to you, save money by taking care of what you have, earn money with a job.

Dear Social Manager,

I'm trying to save my money for our trip to Alaska, but my friends always want to go to the movies or eat. Those things cost money. Can you suggest any fun activities that are free?

Broke

TIME	Spend your time on things that are important to you, don't waste time by being bored or angry, learn how to save time by the best use of your energy.

Dear Social Manager,

I'm bored all the time. I just end up doing the same things--sleep, eat, and watch TV. How can I make life more interesting?

Bored

ENERGY (being excited and enthusiastic)	Let your body get enough sleep, exercise, and nutrition, think positively about life, and your problems, learn to enjoy yourself and other people.



Go back to each resource box and tell how you have increased that resource in the past month.

When one resource is used, you sometimes substitute another.

- Cathy uses her time at work to earn money.
- Jeff uses his time and money for tennis lessons to learn to play tennis.
- Tom uses his skill (playing basketball) and his time to meet new friends.

They use many combinations of their resources to reach their goals.

Given the following resources, what can you do?

Money

no money

People Resources

two friends
an uncle who likes to go fishing

Time

2 hours

Natural Resources

river
fish

Skill

can play the piano
can repair bikes

Material Resources

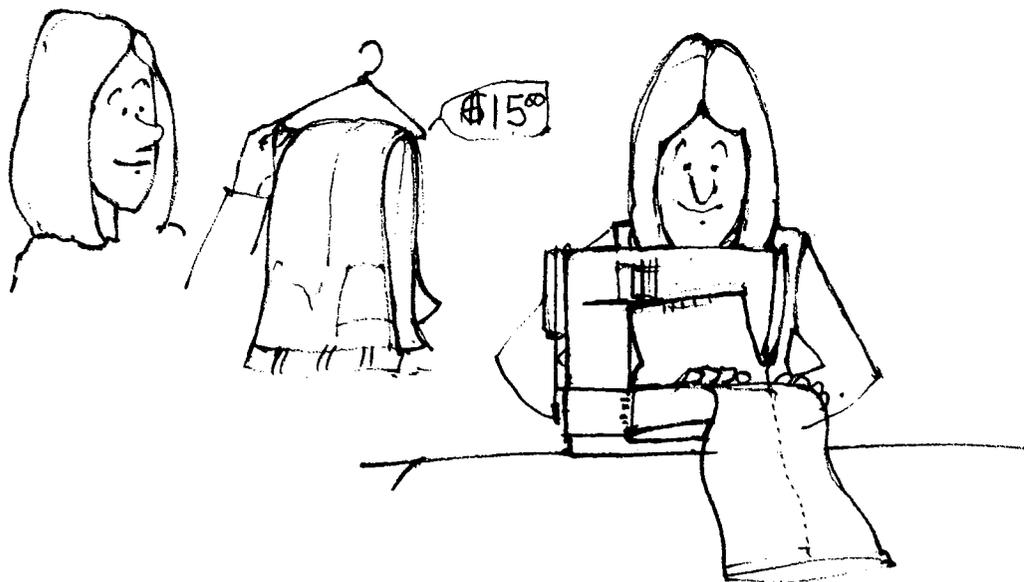
piano
bike
tools
fishing pole

Community Resources

park
library
school
bike trails

Tell us a goal that you would want for yourself using the resources from the previous list. Circle which resources you will use.





You can reach your goals by using your resources differently.

➡ Your resources can be used in many different ways. If you have a skill it can be used to earn money, meet friends, get a good grade in school or help your family. Your community resources can be used to help you learn more, buy things, find entertainment, get help or find a job.

Name the different ways you use one community resource.

My community resource _____.

I use it _____

Name several different ways you use one of your skills.

My skill _____.

I use it _____

Dear Social Manager,

I've given up on my parents. They don't listen to me and can't understand my point of view. Please help!

Silenced



Dear Social Manager,

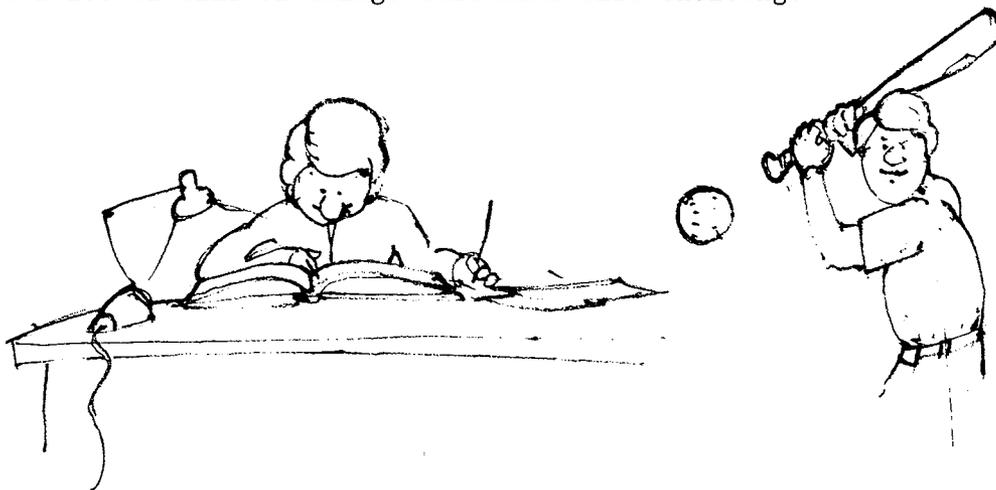
My mom used to answer all my questions about my personal problems, but since she died last year I don't have anyone to turn to. Who might be able to help me and how should I ask them?

Frustrated

Time is the one resource that we use up every minute. If your time is wasted by doing things that aren't important to you, then you have lost those moments. Time can be wasted when you are tired, bored, or upset.

What things or people help you make every moment important?

Time is well used when you are doing something that is important to you. When you care about using your time, you will spend very little time doing the things you least like and a lot of time on things that make life exciting.



Learn to do more efficiently those things you like least of all and then you can spend time doing things that are important to you.

Dear Social Manager,

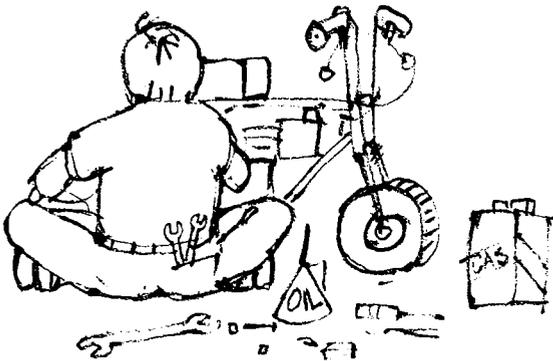
I'm always running out of time. I'm in four 4-H projects and two sports at school and also have to plan most of the meals at home. I like to do so many things. Can you help me find more time?

Out of Breath

How you use your money also shows what you value. Your money is not only the dollars and cents you have, but also the skills you have that will help you save money.

If you repair your bike, clean your own clothes, mend your own clothes, and grow your own vegetables, these skills save you money.

Which of your skills help you save money--



Your skills can save you money. Know how to take care of the things you own.

Dear Social Manager,

My uncle is great at repairing engines. I would like to learn how so that I can take care of my minibike. What can I say to ask him to teach me about it?

Grease Monkey

You are also saving money when you take care of the things you own. They will last longer, and they won't have to be repaired as soon. Take care of your body, pets, clothes, other possessions, and your friends. Help them all last a long time.

BE A WISE SHOPPER!

Before you buy something, ask yourself:

- "Do I need to buy it new?"
- "Can I get a used one?"
- "Can I get it in the want ads or at a rummage sale?"
- "Can I make it myself?"
- "Do I need the best quality and the most expensive?"
- "Can I use something I already have?"



"Will this also cost money to take care of?"

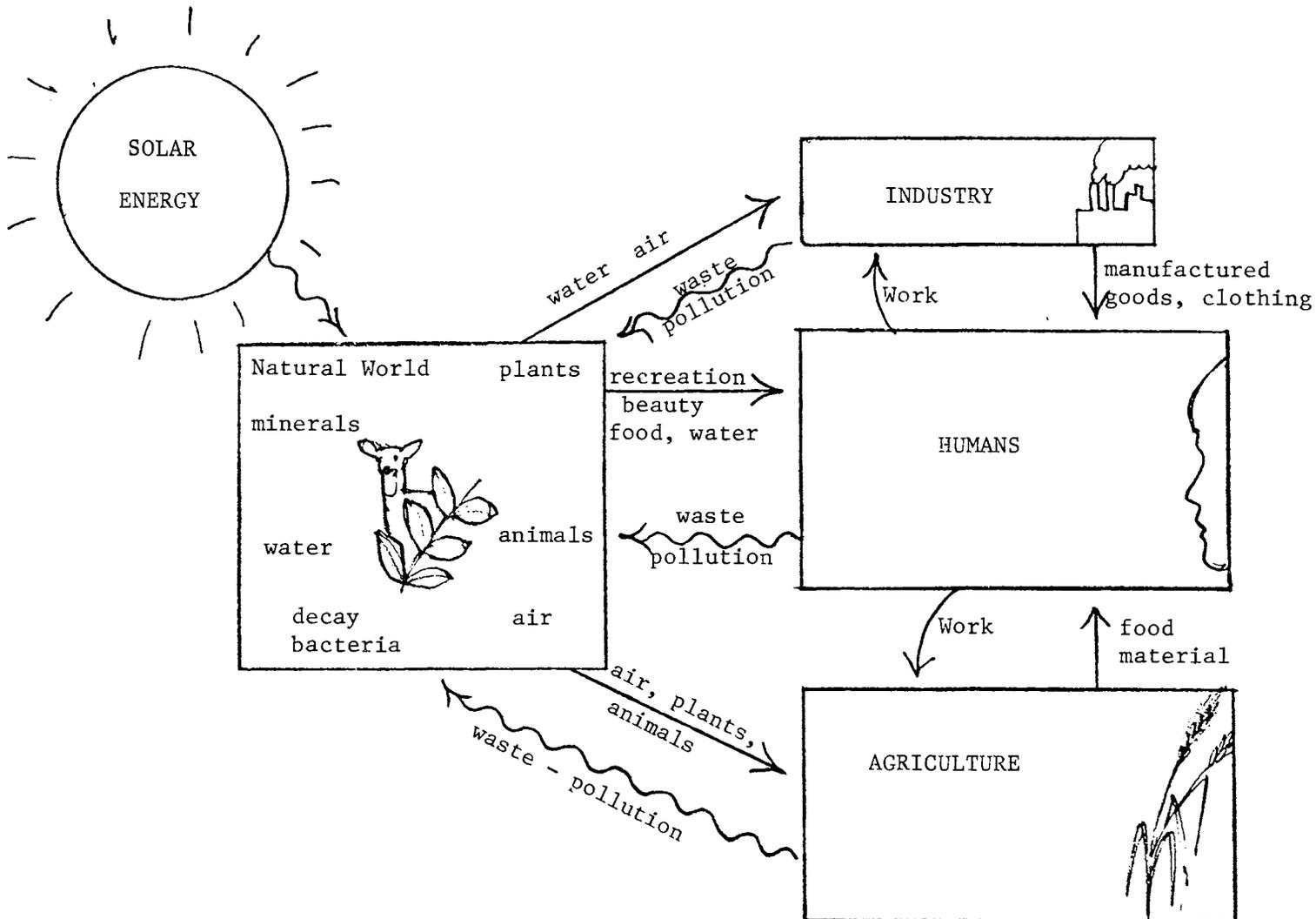
"Do I need to buy it right now? Can I get it cheaper at a later time?"

Dear Social Manager,

I am buying a used bicycle. What questions should I ask to make sure that I know what I am buying and that my money is well spent?

Bargain Hunter

The natural world provides resources for industry, agriculture, and humans. The natural resources are turned into manufactured goods, foods, and fibers and enjoyments and waste. Everything comes from something and everything goes to something. Things don't go away; they go somewhere.



Trace where a bicycle or an orange comes from and goes to. The biggest problem is that the natural world will be changed into wastes and pollution and never return to be nutrients and plants and animals again. The world could turn into one big garbage dump unless we choose wisely before we buy. Think before you buy about how it will be returned to nature.

Dear Social Manager,

I feel that the earth has to take care of its natural resources. I think that it is important to recycle paper, cans, and garbage. What can I say to my family and my 4-H leaders to let them know how I feel and convince them to begin a recycling project.

Energy Saver

Your health is a very important resource that must be taken care of every day. You are the best doctor to know when your body needs sleep, exercise, or nutritious food.

Know about the diseases and problems that can harm your body. Overweight, tapeworms, venereal disease, lice, hypothermia, and skin infections are things you should know about.

Exercise every day to keep your heart and lungs alive. Don't be afraid to sweat. It is one way of cleaning out your skin and getting energy to your body.

Dear Social Manager,

I want to take care of my body. I know that drugs, junk food, and no exercise harm my body, but all my friends don't care. What can I say or do to let them know how I feel and to say no to the things they want me to do?

Care-full



Your body is an important resource. Give it exercise, nutrition, and rest.



Your resources are the tools of a social manager. They will help you meet new people, ask for help, learn from others, and show that you care about others. You will manage your time and energy to enjoy all the beautiful people and happenings in life.

At the project meeting, ask your leader to discuss some of the social manager's answers.

GUIDELINES FOR ASKING FOR HELP

- ▷ - Realize what you are asking this person to give in terms of money, time and energy. Ask yourself if you are using this person. If you are, stop.
- State specifically the help that you need and what you want from that person. Don't assume that someone is going to help you; give him or her a clear chance to say no. If the answer is no, accept it rather than try to change his or her mind.
- Check with people to see if they feel like they are giving or doing more than they have time, money, or energy for. Give them a chance to reconsider their commitment to help you. "Are you sure you have time?" Don't make people feel obligated to help you or take care of all your problems.
- Thank people for listening to you even if they can't help you.
- Don't hold a grudge against people who say no.
- If you aren't sure of how someone feels or is trying to say, ask him or her to explain.
- ▷ - Listen and watch carefully when others are helping you so that you can learn to do it yourself.
- Be patient with yourself as you try to learn.
- ▷ - Show your appreciation to the people who help you (see pages 23 and 24) .

SELF TEST - ASKING FOR HELP

(Circle the number that best describes where you fit.)

1. When I need help, I list several places where I can go and then choose whichever best suits my standards and goals.

Never 1 2 3 4 5 6 7 8 9 10 Always

2. When I ask for help, I'm careful to state exactly what I know and what I want to know.

Never 1 2 3 4 5 6 7 8 9 10 Always

3. I want to learn from others when they help me rather than always asking them to do it for me.

Never 1 2 3 4 5 6 7 8 9 10 Always

4. I won't hesitate to go to a community agency or a new person for help if I think either can help me.

Never 1 2 3 4 5 6 7 8 9 10 Always

5. When others help me, I show that I appreciate them and am sensitive to when they have other things to do.

Never 1 2 3 4 5 6 7 8 9 10 Always

6. My questions show that I'm interested in what people have to teach me.

Never 1 2 3 4 5 6 7 8 9 10 Always

7. When deciding where to get help, one thing I consider is the quality of the help that I want.

Never 1 2 3 4 5 6 7 8 9 10 Always

8. If one person can't help me, I ask them to suggest another person who can.

Never 1 2 3 4 5 6 7 8 9 10 Always

9. I am organized when working toward a goal by knowing the best time to ask for help.

Never 1 2 3 4 5 6 7 8 9 10 Always

10. Asking for help is an important resource skill that I can use when I can't do something myself.

Disagree 1 2 3 4 5 6 7 8 9 10 Agree





Decisionmaking

CHAPTER 5

DECISIONMAKING AS IF PEOPLE MATTERED

Decisionmaking happens when you think clearly before you act. It doesn't happen quickly. You carefully figure out what you want to do or say.

You make decisions by following these five steps:

1. Find the real problem.
2. List all the possible solutions.
3. Know what can happen with each solution.
4. Act on one solution.
5. Afterwards, evaluate what you did and if you would make the same decision again.

Dear Social Manager,

My friends and I would like to start a lawn care business. We don't know how to advertise or share the work or split the earnings. What problems should we be prepared for? Where can we get some good advice?

Green Cleaners

List three problems that you would like to make decisions on so that the best solution can be found.

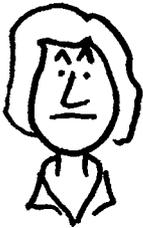
1. Friend problem -
2. School problem -
3. Home problem -



Dear Social Manager,

My friends seem to ignore me when we are at the beach. They make me frustrated and angry, and I feel left out. I don't understand what's wrong. I could talk to them, ask someone else, talk to my parents, or forget about it. What can I do, and how can I say how I feel?

Ignored



What is my biggest problem? What will the result be if I do this? Will I be happy with this solution? Am I glad I made the decision!

Decisionmaking doesn't happen all of a sudden. You need to gather information and think clearly and carefully.

Rate yourself as a decisionmaker from 1 (never) to 10 (always).

- I make a decision quickly.
- I want to make my own decisions.
- I always change my mind.
- I stick to my decisions.
- I can make a decision even when I know that others will disagree with me.
- I am a creative problem solver (willing to find new solutions).
- I can easily predict the future results of a decision.

Finding the real problem is the hardest part of decisionmaking. Decide who has these problems.

1. My problem (something I need to decide)
2. Someone else's problem (something only they can decide)
3. Our problem (something that we have to work on together)

- What 4-H projects am I going to take?
- Joan misses dinner because she is always late.



- _____ My mother dislikes her job.
- _____ I lost some of Dad's tools.
- _____ I want to make friends in this new school.
- _____ Our parents are getting a divorce, and the family must make some changes.
- _____ My sister is afraid to meet new people.
- _____ Tom and I don't know what skit to do for the family night talent show.
- _____ Our group broke a window while playing basketball.

OR. . .

◇ . . . is it a problem that has to be accepted because it can't be changed?

You can't change the past, but need to accept what has happened and learn from it. You can't change your basic appearance, but need to learn to like yourself the way you are. You can't change other people. You can't make someone like you or love you or agree with you.

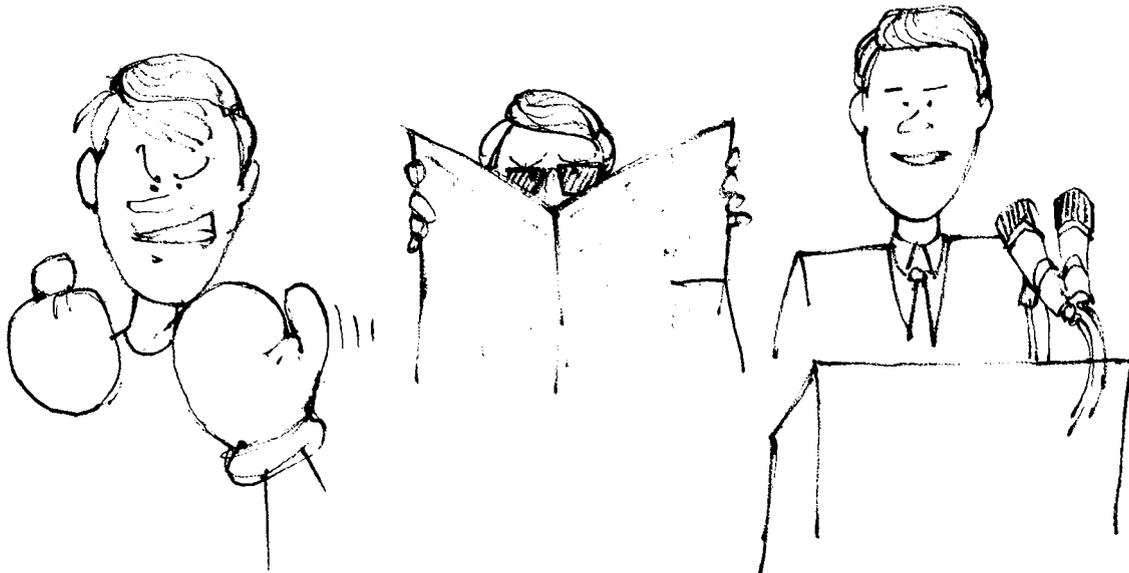
Which of these problem-solving skills do you have?

- | | |
|--------------------------------------------------------------------------|-------------------------------------------|
| _____ determination | _____ courage to try something different |
| _____ patience | _____ sense of humor |
| _____ positive thinking, always
feel that things will
turn out OK. | _____ accept myself as not always perfect |
| _____ can listen to others | _____ give myself credit for trying |

◇ To solve problems you can:

1. Fight -- be aggressive -- lose your temper -- go into an outrage -- not care whose feelings you hurt -- achieve goals by stepping on others.
2. Hide -- be nonassertive -- not say very much and try to ignore the problem -- do anything people ask you just so no one gets mad -- let people walk all over you -- want people to take care of you.
3. Speak up for yourself -- be assertive -- say what is important to you, but also listen to other people's opinions -- you achieve your goals by respecting yourself and others.





FIGHT

HIDE

or

SPEAK UP FOR YOURSELF

⇒ In any situation you can choose to solve your problem by fighting, hiding, or speaking up for yourself. It's up to you to decide. It's important that you know that you have at least three choices.

If someone pushes ahead of you in line, would you --

- Do nothing and put yourself down for being such a coward?
- In a loud, angry voice demand them to "Get back where you belong!"?
- Firmly say that you have been waiting in line and expect them to go to the end of the line?

Your friends decide to leave the science room a mess, and you feel that it should be cleaned up. Would you --

- Say nothing and just clean it up yourself and later on regret that you were the slave?
- Have a temper tantrum and call them sloppy pigs for being so messy?
- Tell them why you think that it is the group's responsibility to do a fair share?

⇒ Often the same decision is made over and over again because we are afraid to do something differently.



Dear Social Manager,

I need some more ideas to meet new friends. The kids I know aren't too interested in the things I like to do.

Lonely

People are afraid of looking stupid, being embarrassed, being alone, or being different.

It's your choice to stay in the same home town all your life or to explore the rest of the world.

Name some things that are boring to you and that you would like to do differently.

Decisions come out best when you have many solutions to choose from. Try it a new way, ask more people for ideas, look at how other cultures solve this problem. Be creative and try something different.

Dear Social Manager,

I'm in trouble because the only way I show my anger is to pout and not talk for a few days. Can you suggest some other ways for me to act when I'm angry?

Stuck

With every decision you make you take on the responsibility for that decision. Be responsible for what you do, how it affects others, and how it affects you.

If you decide to own a puppy, buy a bicycle, or stay up late, you must also accept the responsibilities that go along with that decision.

Responsibilities can be --

- knowing how to take care of it.
- knowing the laws that concern it.
- paying for repairs.
- taking it to the doctor.
- making sure that it doesn't do harm to you or others.



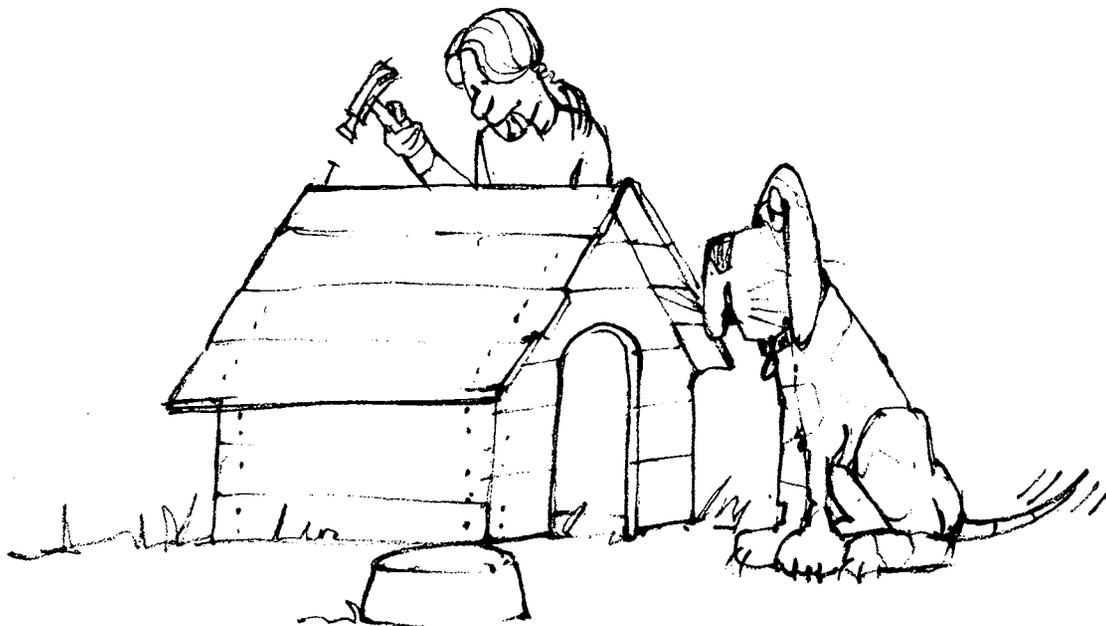
Name some of the responsibilities that go with these decisions:

- buying a bicycle -
- joining 4-H -
- inviting a friend to your house -
- borrowing someone's jacket -

Dear Social Manager,

My brother has a cat and never feeds it. I don't think it is fair that he doesn't take care of things that are his. What can I say to him or my parents? What can we do?

Animal Lover



With every decision comes responsibilities.

◇ Good decisionmakers don't use other people. You use someone when you expect them to do your work for you. You want them to take care of you and your responsibilities.



I most often use people by --

- _____ expecting them to remember things for me.
- _____ asking them to handle my responsibilities.
- _____ making them do more than their shares.
- _____ acting stupid so that people take care of me.
- _____ conveniently forgetting what I am supposed to do or what people have said to me.
- _____ not being prepared.
- _____ asking people to solve my problems.

Decisionmaking also involves knowing when to ask for help. You can handle many problems already, but if you explore new ideas and new situations you might have to ask for help.

1. Find the right person to help you. Ask if they have time, and state your needs. If they don't have the time or the answers, ask another person. Don't give up.

If you had these problems, whom would you ask for help?

- don't understand 4-H woodworking manual -
- alcoholic parents -
- failing in biology -
- constant headaches -
- depressed because of no friends -

Dear Social Manager,

Where can I get more information about dating and sex. What do other kids feel about their bodies? No one likes to talk about it.

Curious

2. The only dumb questions are the ones that are never asked because they will never get an answer.



By being a good decisionmaker you are learning to take care of yourself. You are learning to face your problems rather than run away from them. You are carefully thinking about what solution would be best overall rather than always taking the easy way out.

Good decisionmakers don't use other people by making others pick up after them or solve their problems.

Dear Social Manager,

I am really hurt and angry because I let other people take advantage of me. Terry always wants me to remember the homework assignments. Nancy always borrows my records. How can I talk to these people? How can I change my habit of letting people use me?

Slave

What solution would be best for your number 1 problem right now?

- keep working toward the goal
- realize it is time to quit
- give myself a break
- put more effort into it
- go slower and more carefully
- stop and ask for help
- get some more information
- think positively rather than being so depressed
- ask someone for encouragement
- compliment myself on the good job I am doing

You use someone when you expect them to do your work for you. Begin to take care of yourself and of all your responsibilities.

Decisions for your life are best if you make them.

Ask other people for their ideas and opinions, but don't ask them to decide for you.

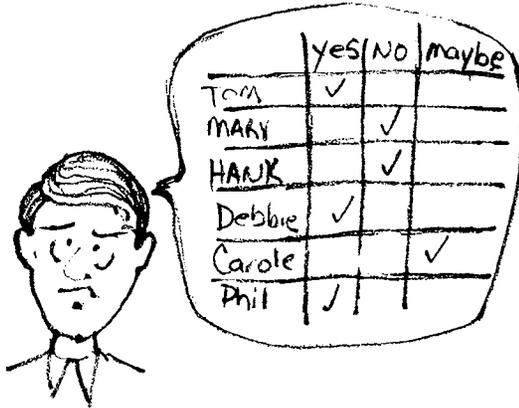
Only you know for sure what is best for you. If you later dislike the decision that you made, then you can blame only yourself.



Dear Social Manager,

I don't know if I want to take drugs or smoke or drink or not. I have heard many opinions. My friends think it's really great to get high any way you can. My parents think that only adults can drink and smoke. My uncle feels that people can get high naturally without any harmful chemicals. What can I say to these people when I finally decide what I want to do and it doesn't agree with their viewpoints? Whatever I decide, there will be someone who will disagree with me.

Confused



Gather other people's opinions, but you are the one to decide and take the responsibility for your decision.

Decisionmaking skills will help you decide what your values, standards, and goals are. They will help you use your resources and be organized. By making careful decisions you can become a good social manager. You will make friends and enjoy doing things with them. You will feel comfortable with people in any situation, because you can make decisions about how to be considerate and thoughtful.



GUIDELINES FOR SOLVING CONFLICTS

- Talk about a problem. Don't run away from it or ignore it.
- Before trying to solve your problem make sure that it can be solved, that it concerns you, and that you want to solve it.
- Don't be afraid to ask an outside person to help you solve your problems with another person.
- ↳ - Admit to how you might be creating the problem.
- ↳ - Have many solutions for your problem before you pick a solution.
- Think of long-term consequences and how you will be affecting other people before you decide what to do.
- Express your anger and frustration openly rather than hide it by cutting remarks or mean actions.
- ↳ - Understand what you are doing to continue or create the problem.
- Be willing to listen to the other person to hear what they think and what they feel.
- Express how the problem makes you feel.
- Spend some quiet time before you decide on a final solution.
- Clear up misunderstandings. Be certain that you correctly understand what someone is talking about. If you are unsure of what they mean, ask them to explain it in another way.
- Make time to work out problems.
- When you feel that someone has not understood you, ask them. If necessary, say it again more clearly and carefully.
- Listen to the other person's needs.
- ↳ - Don't put the blame only on yourself or only on another person. Both of you are parts of the problem.
- When a problem can't be solved, learn to live with it in the best way you can.
- Don't be afraid to get help from the experts so that you can choose how to solve your problem.
- You can feel powerful and in control of your own life if you face your problems and work on the best solution rather than carry the problems around with you.
- ↳ - When you have a problem with a person, focus on the positive things in the relationship and express appreciation for that person before bringing up the problem.



SELF TEST - SOLVING CONFLICTS

(Circle the number that best describes where you fit.)

1. When I have a problem, I try to express my feelings and listen to the other person.

Never 1 2 3 4 5 6 7 8 9 10 Always

2. I stick to solving my problems, because I know that the results will be worth the effort.

Never 1 2 3 4 5 6 7 8 9 10 Always

3. I will try different solutions when the first one doesn't work.

Never 1 2 3 4 5 6 7 8 9 10 Always

4. When I have a problem, I will go to several people to get help.

Never 1 2 3 4 5 6 7 8 9 10 Always

5. Before making a decision, I will try to understand the other person's point of view.

Never 1 2 3 4 5 6 7 8 9 10 Always

6. I make a decision only after I have several solutions to choose from and understand their consequences.

Never 1 2 3 4 5 6 7 8 9 10 Always

7. When solving a conflict, I accept the consequences of the decision I make.

Never 1 2 3 4 5 6 7 8 9 10 Always

8. When I want to solve a conflict, I can be organized by planning what to do or say.

Never 1 2 3 4 5 6 7 8 9 10 Always

9. To solve a conflict, I can make short-term and intermediate goals to help me reach my goal.

Never 1 2 3 4 5 6 7 8 9 10 Always

10. My values guide me to find the best solutions to my conflicts with other people.

Never 1 2 3 4 5 6 7 8 9 10 Always





Organization

CHAPTER 6

ORGANIZATION AS IF PEOPLE MATTERED

Organization can help you reach your goals.

By being organized you can plan your time, save your money, and get the necessary materials and knowledge to reach your goals.

Lisa's goal is to train her pig for the State Fair. She was organized by first selecting a good breed. Second, she learned how to feed and clip the young pig. Third, she tamed the animal by giving it a lot of attention and then by teaching it directions with a cane. And then for the last 3 months before the fair she kept a feeding record. She got to the fair and won a blue ribbon. She was successful because she was organized.

John's goal was to learn to sail. He was organized when he first saved his money for lessons. Second, he found the best place to take sailing lessons. Third, he met some friends who like to sail, and then practiced sailing with his friends on their sailboat.

Circle above each example that showed they were organized.

When you are organized, you don't forget the things that are important.

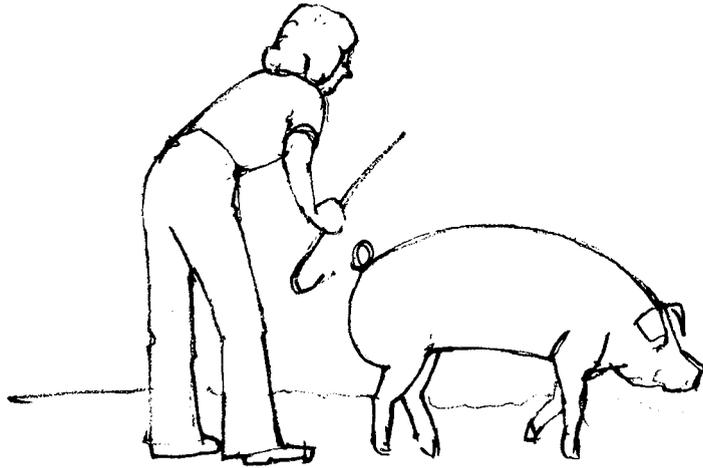
- Sally remembers to bring her lunch and books to school.
- David remembers to sign up for the 4-H winter overnight.
- Carol remembers to make a birthday present for her sister.

Complete these for yourself:

When I'm organized I remember to _____

When I plan ahead I remember to _____





An organized person doesn't forget things that are important.

Organization requires setting priorities; you decide from a list what is the most important thing to do or say.

Terry has 15 minutes and a choice of doing three things --

- make his lunch
- clean the kitchen
- call a friend to plan a baseball game

He is organized when he asks himself, "What is the most important thing for me to do right now?"

From a list of your priorities, you can make decisions of how to spend your time, money, or energy.

Put this list in the order of what is the most important way to spend your time today.

Most Important

writing letters
home chores
schoolwork
visiting with friends
4-H project
earning money
reading
playing sports
watching TV

Least Important

Organization means putting things into logical order before you do anything. You look into the future and plan for the things that need to get done.



Think of the things that you want to get done today, and put them in their best order.

Many people do this everyday!

▷ To organize all the things that need to get done requires patience.

John was thinking about spring and planning a bike trip. To get his bike ready he knows that he first needs to buy oil and a reflector for his bike, clean his bike, and then reoil it before he can ride it. Then he will check the tires and put on the reflector.

Circle his goal. Underline examples of when he was planning ahead.

Dear Social Manager,

Please help me get organized. I would like to have a surprise anniversary party for my parents. I need to arrange where, when, and how to hold the party, whom to invite, and what will happen. Please give me an outline of what to do first. Is there a nice way to ask people to help me?

Party Planner

▷ Plan ahead by looking at your future needs or problems. This doesn't mean that you are always living in the future (always dreaming of when you have a car or a job or a boy/girlfriend). You get only a quick picture so you are prepared for things to come.

If you were to do this in the future, how would you get prepared today?	
<u>TODAY</u>	<u>FUTURE</u>
	Go to a concert
	Go on a family camping trip
	Celebrate a friend's birthday
	Have a postcard collection



Plan one action that will help you be prepared for what you will be doing...

... next week -

... in 3 months -

... in 1 year -



An organized person can see into the future and get ready for things to come.

➤ First an individual learns to organize...

- 1) one task
- 2) groups of tasks
- 3) tasks for groups of people

First: ONE TASK

① Ann has learned to wash dishes well and quickly because she has been doing it for many years. She has learned to organize one task.

1. She is well organized when she doesn't have extra steps, bends, and reaches. They would only make more work for her.



2. Her work area usually moves from left to right (for a right-handed person) because it is easier to move and be coordinated.
3. The dishwashing is done easily because she has the right supplies and equipment for her work.

Second: GROUPS OF TASKS

- ② When you have a system for the things you do, you feel organized. Give yourself a simple rule to follow to help you organize groups of tasks.

Here are some examples:

John's rule for being organized in the morning is to make his bed, take a shower, and then get dressed.

Darla's rule for preparing for the next day is to get her homework finished, decide what to wear, and then write in her diary.



Dovetailing helps you be organized, because you get many things done at one time.



Sharon has a system for doing the evening chores. She feeds the dog and the cats at the same time and then brings out the garbage. When she is outside she might bring out the mail, or bring some buckets that need to go out to the barn. On her way back, she picks a few flowers for the breakfast table. (She also has learned to do certain tasks together or right after one another. This is called dovetailing.)

Circle the things that she does in one trip outside.

If you were to dovetail right now, name three things you can do at the same time that you...

...go to the refrigerator for a snack _____

...work in the garage _____

...go shopping _____

Third: TASKS FOR GROUPS OF PEOPLE

3 When you organize tasks for groups of people, you need a lot of cooperation from other people. Sometimes schedules don't turn out as you planned them. Someone forgets or is late or sick.

Sara was organizing groups of people to have a junior leader picnic for two clubs. She called three people for refreshments, explained to others how to do the song leading, and talked the older junior leaders into planning and leading the recreation and games.

She divided the things to do and gave tasks to different people. She was depending on others to cooperate and work with her. She also needs patience to get all of the plan to work.

Circle her goal. Underline the times she had to have patience.

If you were to plan a 4-H party right now, who would you assign to be in charge of...

food -

fun activities -

songs -

Each family must be organized to work, learn, and have fun together. How your family is organized depends on your standards, habits, knowledge, feelings, and attitudes.



Explain how your family is organized to have fun or do work.			
WHAT IS DONE?	WHO DOES WHAT?	WHEN DO YOU DO IT?	HOW DO YOU ALL COOPERATE?

Dear Social Manager,

Our family is organized on Saturday morning so that we can get the lawn and house cleaned. We all work together so that it can be done quickly, and then we have free time in the afternoon. How can I explain this to my friends who stay overnight on Friday?

Concerned Help

By being organized you can make more friends and have time and energy to be with others. When you are organized, you are managing your life so you can do what is important to you.

GUIDELINES FOR TRYING SOMETHING NEW

- When visiting a new place, be aware of the appropriate way to dress or act. If possible, ask ahead of time and be very observant when you are in a new situation.
- Use an information center to answer your questions.
- ◁ - Show your openness and interest in this new environment rather than just sticking with your friends. Ask questions and observe others so you can learn as much as possible.
- Check the newspaper or telephone book to get the exact address, telephone number, time, and date.
- Know how to use the bus schedule and read a map. Know where you are going.
- ◁ - Be aware of how prepared you need to be (the equipment for a canoe trip, the tickets for a play, or the knowledge to teach a class.)



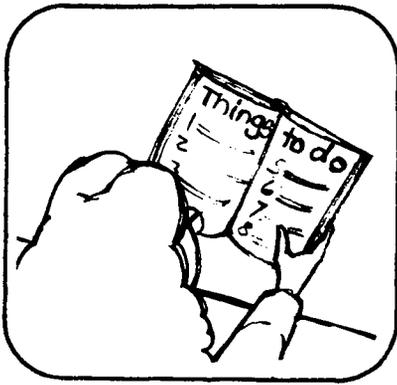
- Be a good sport. Don't expect yourself to be an expert with your first tennis match or your first model airplane. Compliment yourself on your courage to try something new.
- Be willing to admit that this doesn't seem to fit into your values and goals, if you don't enjoy your adventure.
- ◇ - See the new experience as a positive and exciting adventure and that you can't learn anything if you don't try.
- Do not hesitate to ask an expert or experienced person for advice.
- Be ready for the problems that might come up. Plan for emergencies and know how to get help! Being uninformed is no excuse.

SELF TEST - TRYING SOMETHING NEW

(Circle the number that best describes where you fit.)

- ◇ 1. My values help me choose a new activity that I would like to do.
Never 1 2 3 4 5 6 7 8 9 10 Always
2. I will plan for a new adventure by asking many people about their experiences and opinions.
Never 1 2 3 4 5 6 7 8 9 10 Always
3. I will plan for the skills I need to learn and the money and time I need for this activity.
Never 1 2 3 4 5 6 7 8 9 10 Always
4. When deciding on my goal, I will choose my standard only after I know how the experts and the beginners perform.
Never 1 2 3 4 5 6 7 8 9 10 Always
- ◇ 5. I will plan to do something each day so that I am more prepared for my goal.
Never 1 2 3 4 5 6 7 8 9 10 Always
6. I will make a schedule for my study, work, and exercise so that I have enough time to do my special project.
Never 1 2 3 4 5 6 7 8 9 10 Always
7. I will tell my friends and family how they can help me stay determined to reach my goal.
Never 1 2 3 4 5 6 7 8 9 10 Always
- ◇ 8. Before trying something new I will use books, TV, class, friends, and community resources to help me be more prepared for it.
Never 1 2 3 4 5 6 7 8 9 10 Always





Management

CHAPTER 7

BEING IN CHARGE EVERYDAY
(Applying Management to Your Life)

This chapter is a checklist for how you can apply management at home and school. When you can manage your everyday responsibilities, you can also manage your relationship with people by making decisions that follow your values, standards, and goals. You'll begin to use your resources wisely and organize your life.

HOW TO MANAGE AS IF MY FAMILY MATTERED

- ✓ = I do it.
- + = I want to do it.
- = Not interested now.

Clothing

_____ I respect others' property when I borrow or use their clothes.

◇ When you use or borrow something that belongs to someone else, it is important to return it in the same or better condition than when you got it. Wash or mend or replace any damaged parts.

_____ I can easily share my belongings when others want to borrow them.

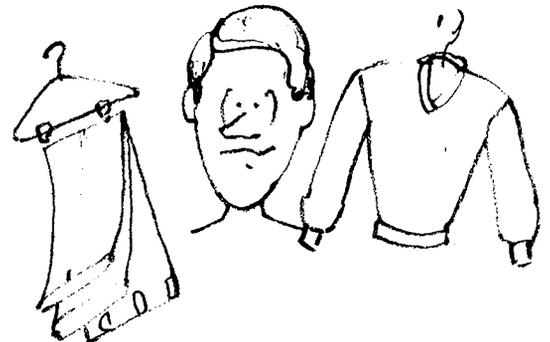
◇ When you see that someone might be able to use something of yours, gladly offer it. Remind them of how you would like them to care for it, and tell them when you would like it returned. "Do you want to use my jacket until you get home? You can give it back to me in school tomorrow."

_____ I mend and clean my own clothes so that I'm not depending on others to do it for me.

_____ I remove spots from clothes and furniture as soon as possible.

If you spill something while visiting someone, quickly offer to clean up your mess. Tell others that you're sorry that it happened. If you have damaged something expensive, offer to replace it or pay for it.

If you have an accident at your house, quickly get a rag or broom to clean it up. Mention that it's disappointing, but accidents do happen and don't have to get in the way of a friendship.



- _____ I know how to sort, wash, and dry clothes so that the material is not damaged.
- _____ I clean and store clothes for the next season to prevent moth and mildew damage.
- _____ I keep my clothes organized and hung up rather than spread out all over the house.

▷ When people come to visit, greet them at the door with a smile and a "hello." Offer to take their coats or tell them where they can put their boots and coats.

- _____ I have skills that I share with the family to help keep our clothes in good shape (mending, cleaning, sewing, etc.)

- _____ When buying clothes, I consider the basic clothes that I need and what would be most useful for me to buy. I know what my share of the clothing budget is and try to stay within that amount.

- _____ Family members help each other select clothes that are practical and attractive.

▷ You are being helpful when you compliment others when they look nice. Also tell people when you enjoy their jokes or good ideas or new shoes. It makes people feel good when they are appreciated.

- _____ I wear clothes that are comfortable and fit the occasion (tennis shoes for basketball and dress shoes for a party).

▷ Come prepared for the occasion. Don't expect others to take care of you. Bring a raincoat or a hat or gloves if the weather might change. Plan ahead!

If someone invites you to go somewhere, wear something that will make them feel comfortable. If you are unsure, ask them, "would it be OK if I wore jeans?"

Foods and Nutrition

- _____ I eat nutritious snacks.

When you raid the refrigerator, be careful to not eat what is for the next meal or for a special occasion. If there is only one of something left, leave it for someone else or share it. Don't touch freshly baked things that are for a special occasion (not even a lick).

- _____ I leave the kitchen as clean as I found it.

▷ After you have a snack, put jars, food, and crumbs where they belong. Put milk, cheese, or meat back in the refrigerator so they won't spoil. Wipe crumbs and sugar to keep away ants. Rinse and stack your dirty dishes. If there is a big pile, wash them.



_____ I help keep the kitchen organized so that tools, food, and utensils are easily found.

The kitchen is not a closet and not a place for books, jackets, baseballs, and shoes. Put them where they belong. After someone has gone grocery shopping, help them carry in the groceries and put the food away. Nutrients are lost if food isn't kept at proper temperatures.

_____ I help in the kitchen by doing things for each meal.

↳ You can either set the table, prepare a dish, clear the table, sweep the floor, wash dishes, or put away the food to do your part in the preparation of the meal. Each person needs to eat, and each person can help. Offer to do a job and remind others that they also can contribute.

↳ Show appreciation to the cook, grocery shopper, or dishwashers for the work they do. It is as simple as saying, "Thank you, that was a delicious salad, John." This is important when you are at home and when you are visiting.

_____ I help in the kitchen when others have busy schedules.

Offer to do more than your share of the meal plans when others are rushed or need help. Ask people to tell you what to do, and follow directions. Help others to cooperate by having a positive attitude.

_____ I am home on time for meals or let people know that I will be late.

↳ A telephone call or note can be a very easy way to be thoughtful. At meals or other special occasions, people are waiting for you. Let them know your plans or if you are having problems getting there. If you know you will be late, call immediately.

_____ I am learning more about how to shop, cook, and clean the kitchen so that I can take on more meal responsibilities.

↳ Be willing to plan meals, shop, and try new recipes for the family. Learn how to clean the oven, refrigerator, and cupboards. Take over meals so that adults can have a rest. Be willing to learn from your mistakes and others' mistakes. Don't get upset when people correct you; nobody's perfect.

_____ I am thoughtful of my friends when they are visiting.

Never eat in front of a friend without offering him or her something too. If there isn't enough to share, don't eat anything.

↳ If you'd like to have a friend eat or spend the night at your house, ask your parents first but not in front of your friend. This might be embarrassing if your mom has to say no.

_____ I help the family with work in the vegetable garden. In the fall we all help to can and preserve the food.



The whole family needs to know how to budget the food money. Most prepared foods and restaurant meals cost more than home cooked meals. Foods in season and on sale will cost less. Eating leftovers and not wasting foods will save money.

_____ I do an equal share of feeding and caring for the pets.

_____ I use table manners that fit the occasion, company, and place.

Table manners include conversation and how you eat your food.

These will change if you are on a picnic or at a restaurant.

▷ Watch others to know when to start eating; how to use your napkin, spoon, fork, and knife; and when to leave the table. If you finish eating and have other things to do, ask to be excused.

▷ Keep the conversation enjoyable for everyone. It helps you to digest your food better. Listen to others; don't interrupt. Share your own ideas in a friendly way.

Household

_____ I put things where they belong so that they are found easily and seldom lost.

_____ I clean house tools and store them in handy places so they are ready to use.

Some things in the house need to be shared. The TV set, sports equipment, tools, and sewing supplies must be returned to their proper places in good condition.

If something needs repair, fix it or ask your parents for help. Be responsible for the things that you use.

_____ I can clean, pack, and label items to be stored (holiday decorations, out-of-season clothes) so they are ready to use next year.

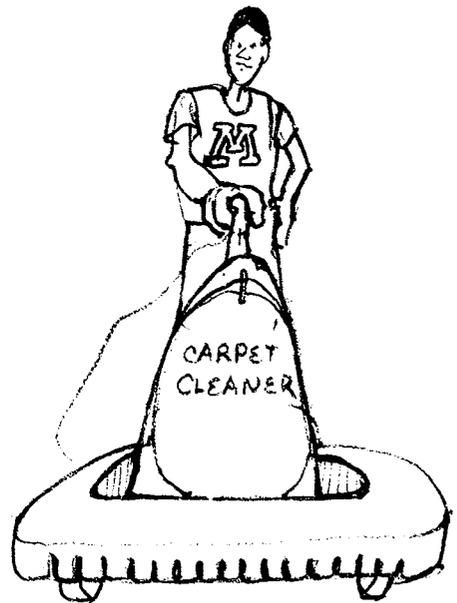
Take good care of the things you have. Fold them nicely, treat them carefully, clean them regularly, mend and patch when needed, and recycle them for another use when they are worn out.

▷ As you begin to care for the things you own, they become important to you because of the love that you give them.

_____ I watch dangerous articles (matches, gas stoves and lamps, electrical appliances, gasoline, sharp edges, poisons).

_____ I can find the emergency phone numbers easily and know how to use the first aid kit.

_____ I'm careful and cautious so that we have fewer accidents.



Remind your family in a kind, not bossy way, to be cautious when there are slippery spots or dangerous areas where accidents could happen. Use good sense when using machines or dangerous materials.

▷ Learn for yourself and teach others to take good care of their health by eating nutritious foods, getting enough exercise everyday and resting when necessary.

_____ I know how to take care of any bugs or pests in the house.

_____ I will clean and organize the cupboards and closets when needed.

_____ I help to keep the bathroom and kitchen sanitary.

Every home needs to be sanitary to protect you from diseases. All family members can share this task equally.

Clean or organize areas when you feel they need it rather than wait to be told what to do.

_____ I help the family agree on how clean and organized the home should be.

_____ I do an equal share of the household chores but will do more when my help is needed.

_____ I work with the family in special cleaning and repairing.

▷ Your work at home is a special resource for the family. If all family members can work as a team and try to cooperate, goals can be reached easily. All people should be considered equally when vacation, work, and money plans are made.

_____ I remember to care for the environment by consuming less, wasting less, and recycling more.

_____ I try to conserve energy by using less fuel oil, electricity, natural gas, and gasoline in the home.

The natural resources on the earth are limited. Everything that is manufactured uses resources. Every time you use energy you use resources that are becoming scarce. Americans need to learn to consume resources so that we share with all the world. Hopefully people will take care of things they own so that they can be used for a long time.

Resources that can be recycled and reused will help the earth have fewer junkyards.

_____ All people share in making money decisions.

▷ Don't demand that the family spend extra money for your clothes, recreation, or special interests. Be aware of the needs of other people too.

Help the whole family save money by not mistreating things or wasting food or other resources. You too can learn to be a penny pincher so that money can be used for the family goals.



People

_____ I try not to harm others physically or emotionally.

▷ You can introduce your sister by telling the interesting things she does rather than saying how she gets into trouble. You can offer to help your mom clean the house so that she can go to bed on time.



_____ I try not to take advantage of others by giving them all the responsibilities.

_____ I share the work and responsibilities at home.

You are unfairly using people when you have them do work that you can do yourself.

▷ You can learn to clean, wash clothes, and cook as well as an adult can. You are using your parents if you expect them to be your servants.

▷ Learn to share the home chores equally.

Be cautious and observe safety rules so that you don't endanger other people. Wipe up spills and broken glass. Tell your parents when you notice anything that might be dangerous and needs to be repaired. Store food properly so that no one gets food poisoning.

_____ I try to respect other people's privacy.

▷ Knock on a closed door and ask if you can come in. Don't bother people if they say they need to be alone for awhile. Each person needs some quiet time to just be with herself or himself. If you want to have a special talk with someone, ask if he or she has some time or when it would be a good time to talk.

_____ I feel that each person's opinion is important and worth listening to.

_____ I take time to really listen to others and allow them to have opinions other than mine.

_____ I try to solve conflicts and problems with my family.

When problems come up in the family or between friends, don't run away from them. Problems are like piles of dirty dishes, they won't go away unless someone works on them. There are also new problems (and dirty dishes) every day.

Listen to other people's opinions, and ask them to listen to yours. If you show respect for their opinions, they will be more willing to listen to yours.

_____ I try not to harm others by put downs or cutting comments.

_____ I will give support and encouragement to others to help them reach their goals.



◇ You can hurt someone's feelings by the words you use or the tone of your voice. If you are angry with another person, tell him or her exactly why you are upset. This is one way to respect your own feelings and also treat the other person with respect.

_____ I give constructive criticism to others that isn't meant to do harm.

◇ Constructive criticism means that you criticize someone because it can be helpful to them. This isn't talking behind someone's back. Criticism can show that you really care by saying, "No, I don't really like those shoes as well as the others."

_____ I will give special care and help to those who need support if they are worried, sick, or busy.

◇ Be helpful in small ways to your family and friends without being asked. Remember someone's birthday, a special baseball game, or when they need encouragement. Compliment others when you really appreciate how they look or the nice meal or garden they have worked on. Give compliments away. They make the giver feel better than the receiver.

_____ I use telephone manners when talking to others.

◇ Telephone with others in mind. Don't call when people would be busiest, or eating or sleeping. Announce who you are immediately so that people don't have to guess. Don't ignore the person who answers the phone even if they aren't the person you want to talk to. If you get a wrong number, explain whom you would like to speak to and excuse yourself for bothering them.

Keep the conversation brief if you are talking to a busy person. Ask that person if they have time to talk before you start a long conversation. Be specific when you leave a message.

_____ I answer the telephone in a pleasant way and write down messages.

I ask for the name and telephone number and repeat the message to make sure I've got it right. I'll ask people to spell their names if I'm unsure.

◇ If someone calls you and it is a bad time to talk, tell them that you would like to call them back later at a better time. Don't keep a visitor waiting while you talk on and on.

_____ I try to welcome guests and visitors.

◇ Treat new guests like you would like to be treated. Introduce yourself. Act friendly and interested in who they are. Try to think of how you can make them more comfortable by offering them something to eat or drink, a place to sit or hang their coats. If you can't visit with them, explain your situation and ask them to excuse you. "I'm sorry I can't talk now, I'm busy trying to get ready for a basketball game."



_____ I feel some responsibility in helping to make my home a nice, friendly place to live in.

➤ Treat people to a nice conversation to show friendship. Here are some tips that will help you have a good conversation with others. Don't ask people questions that will embarrass them. Don't boast or brag. Don't pretend to know something you don't know. Don't be afraid to say that you don't know. Don't monopolize the conversation. Don't repeat your stories. Don't interrupt. Don't say "I've heard that before." Don't talk unless people seem ready to listen. Don't finish other people's sentences for them. Don't contradict others in a hostile way, disagree agreeably.

_____ I feel that all people have a right to be angry, sad, afraid, or happy as long as they don't harm others. I can share my grief and sadness with members of my family.

_____ I can celebrate and have fun with my family.

➤ Let your family get to know you. Share with them the things that make you happy, sad, angry, or afraid. Get to know what makes your parents or brothers and sisters sad, happy, or angry. Be willing to listen to their feelings and to be sensitive to them.

22 WAYS TO SUCCEED AT SCHOOL

School is one place where you can discover music, drama, history, science, art, cooking, or biology when you apply management ideas.

1. Write down your assignments and homework. Make sure that you get all the details and when they are due.
- 2. Have a special place at home for studying that is quiet and where you won't get distracted. Have a lamp, pencils, pens, dictionary, and a calendar at your desk.
3. Have a regular time for studying. Remind your family and friends to help you stick to these hours.

Which is your best choice for studying?

library _____	afternoon _____	with family _____
home _____	evening _____	with friends _____
school _____	weekends _____	alone _____

- 4. Be a good decisionmaker. Make a list of the assignments you have to do for the day. Do the hardest one first when you have the most energy. Then you can look forward to the easier assignments.

The easiest assignments are --



The most difficult assignments (that you try to put off) are --

- 5. Understand why you are doing an assignment and how it fits in with all the other ideas in class. Ask the teacher if you're not sure.

Describe the type of teacher that is easiest for you to talk to.

- 6. If you have a reading assignment, skim it to get the general idea of what it is about.

- 7. Notice all the study aids in the book - the graphs, pictures, outlines, underlined words, and the questions at the end of the chapter. They are there for a reason.

- 8. After reading each section in the book, go back to make sure you follow what's going on. This will help you understand the big ideas and help everything fall into place.

Name the books, subjects, and ideas that are the most exciting to you.

- Learn by doing. What special extra credit projects could you do in these areas?

survey _____

research project _____

speech _____

demonstrations _____

teaching others _____

writing stories _____

field trip _____

special drama or art project _____

- 9. There are different kinds of reading for different assignments. Science and math need careful, slow reading. English novels and stories can be read faster. You can skim information if you are looking for specific answers to questions. Newspapers can be skimmed so that you get the main idea. Poetry is fully enjoyed and felt if it is read out loud.

- 10. Write as you read. If it is your book, underline ideas and make comments in the margin. If it is the school's book, write down the important ideas on a separate paper. Remember the ideas by putting them into your own words.

- 11. Use your dictionary to look up new words. Don't guess at what the words mean. Use them in a sentence so you can learn them.



Increase your vocabulary by using the new words that you've learned recently.

- 12. Learn to say "No" to things that will interfere with your study time (i.e., TV, telephone calls, visiting with friends, or a dish of ice cream).
- 13. Give yourself a quick study break only after you feel you deserve it. Your discipline will help you work efficiently.

List some refreshing activities to increase your energy during a study break.			
quick projects	physical activities	interesting people to talk with	nutritious snacks

- 14. When you have finished an assignment, try to recall the important ideas that you have learned. Talk to a friend or parent about the new ideas.

List the people you could talk to about these subjects to share your ideas or get answers to problems.				
Math and science Nature and animals	Drama and music Fashion and art	Stories and poetry Communicating with others	Sports and health understanding your body	History and current world problems

- 15. Note and study all the corrections on your assignments and papers. When the teacher gives special guidelines or instructions, they are important to remember.
- 16. Learn from your mistakes rather than be ashamed of them. It's OK to fail or not reach a goal. It's one way you find out what you want to do differently next time. Remind yourself to be careful with your spelling, adding, or cooking measurements.



- 17. If you have a long-term assignment, plan your time wisely. Set some short-term goals to reach by a set date so that you don't wait to do it all at the last minute.

Which resources are most helpful to you when doing a big project?

<input type="checkbox"/> teachers	<input type="checkbox"/> dictionary	<input type="checkbox"/> TV
<input type="checkbox"/> friends	<input type="checkbox"/> atlas	<input type="checkbox"/> fiction books
<input type="checkbox"/> parents	<input type="checkbox"/> textbook	<input type="checkbox"/> tapes
<input type="checkbox"/> librarian	<input type="checkbox"/> newspaper	<input type="checkbox"/> specific books on the subject
<input type="checkbox"/> encyclopedia	<input type="checkbox"/> magazines	

- 18. When you do an assignment, note any points that aren't clear. Then you can ask the teacher specifically about the parts you don't understand.

- 19. Make a rough outline to help you plan. This will help you study for tests, plan a speech, or write a paper.

- 20. When you review for tests, don't reread all the material. Study the most important ideas mentioned by the teachers and the study aids in the book.

How do you review for a test?

<input type="checkbox"/> ask other students for help	<input type="checkbox"/> talk to the teacher
<input type="checkbox"/> study with a friend	<input type="checkbox"/> do sample problems
<input type="checkbox"/> answer sample questions	<input type="checkbox"/> go over any ideas that are confusing
<input type="checkbox"/> memorize important details	

- 21. The best study habit is to be interested in what you are learning. It will make a difference in how you listen in class and do assignments if you find a way that this material can have meaning for your own life. Value learning about life. The more you know about life, the more able you are to make good decisions about your values, goals, and standards.

Write three of your future goals. Write the number of each goal with the subjects that can help you reach that goal.

- _____
- _____
- _____

biology	writing	speaking	sewing cooking	shop skills woodworking	art & drama	math	education
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- 22. Get a good balance to your life. Find time each day to study, get some good exercise, be with friends, and do your family chores.



a List how you get regular exercise.

b List the ways you get proper nutrition.

c List the fun activities that you share with your family and friends.

d List your family responsibilities.

e List the ways that you learn new things and expand your world through books, experiences, or meeting new people.

f List the ways that you give yourself time to be alone and think.

Hopefully the lists are all the same lengths so that you are getting a balanced life.

a	b	c	d	e	f



APPENDIX A

Record for Social Management - Living as if People Mattered -- Challenge Yourself

(Complete this and next page, cut out of book and turn both into your leader at last project meeting.)

Lesson	How I act and what I do now	Short-term goal	Long-term goal	When I will start
Lesson I -				
meeting someone new				
Lesson II -				
showing your appreciation				
Lesson III -				
Making friends				
Lesson IV -				
Asking for help				
Lesson V -				
Solving conflicts				
Lesson VI - trying something new				

MEMBER EVALUATION OF SOCIAL MANAGEMENT
(Complete after you have finished Social Management Project)

Which parts of the project helped you learn about social management (values, goals, organization, standards, resources, and decisionmaking)?

	Learned a lot	OK	Didn't use it	Yuk!
Chapters in member's manual	_____	_____	_____	_____
Social manager questions and answers	_____	_____	_____	_____
Project meetings	_____	_____	_____	_____
Project Record (page 77)	_____	_____	_____	_____
Demonstrations or projects	_____	_____	_____	_____
Chapter 7-Being in Charge Everyday (pages 64-75)	_____	_____	_____	_____

If I could change this project, I would make...

...the booklets _____

...the project meetings _____

...the challenges _____

...the demonstrations _____

Which concept of management do you understand MOST (+) LEAST (-)?

- | | |
|-----------------|----------------------|
| _____ Values | _____ Resources |
| _____ Goals | _____ Organization |
| _____ Standards | _____ Decisionmaking |

Which project meeting did you enjoy MOST (+) LEAST (-)? Which social skills are the most useful to learn? (Mark the top three 1-2-3)

_____ Meeting someone new	_____ Asking for help
_____ Showing appreciation	_____ Solving conflicts
_____ Making friends	_____ Trying something new
	_____ Being in charge everyday

What books, people, or other resources that the social manager suggested were helpful?

What question would you have asked the social manager? _____

How was this project different from other 4-H projects (in good or bad ways)?

How can the social management project be improved? _____

What did you appreciate most about your project leaders? _____

(Have you told them?)



APPENDIX B

SUGGESTIONS FROM THE SOCIAL MANAGER

If your bookstore or library doesn't have a book mentioned by the social manager, ask them to order it for you. Most of them are paperbacks (PB), and the publishing company is listed. Some are hardbacks (HB). When you find a good book, share it with others. We have to learn to recycle our resources!

GOALS

Dear Doc,

The first skill you will need to develop as a veterinarian is to feel familiar and comfortable with all types of animals. Talk to people who own, train, or raise different types of animals (i.e., at kennels, horse clubs, or the zoo). Learn about the different breeds, diseases, feeding habits, and training methods. Spend time getting to know your own animals. You will soon become sensitive to when they are upset, hungry, or angry.

Get to know the veterinarian in your area. Tell him or her your interests, and ask if you can talk about the profession. This might be one way to get invited to observe some veterinarian work and maybe later to get a part-time job with him or her.

A useful and fun book to read when you are planning your career is If You Don't Know Where You Are Going You'll Probably End Up Somewhere Else by David Campbell (PB, Argus Communications).

Dear First Base,

When you are on a team, open communication is your most important asset. Let your opinion or goal be known as soon as possible. Ask the team captain or organizer to call a quick meeting so that your view and others can be discussed. (If everyone can agree on a team goal (to have a relaxed game or to be champions), the team spirit and energy can be dynamite!

Dear Friendly,

Plan 2 or 3 weeks ahead of time so that no one feels like you are jumping in and trying to take over. Present your ideas as a suggestion and let your family have time to think about it, work out problems, and get to know your friend. When your family agrees, then describe the plans to your friend and suggest that she might enjoy joining your family. Inform her of the date, the equipment she will need, and other needed information. Then you need to get permission from her parents. Inform them of all the details and preparations. When you plan carefully and cooperate with others, your goals can be achieved. Remember to keep everyone informed of the plans and to be patient as all problems get worked out.



Dear Star,

Keep your interest in theatre alive by meeting other actors in your community. Community theatre groups, drama classes, and 4-H Arts-In are a few places where you can attend plays; get to know the actors, give some volunteer help backstage, and eventually become a performer. Acting also means being aware of how to express a feeling and mood through body movement or voice quality and tone. You might be interested in voice lessons, modern dance classes, mime, children's theatre, or puppet theatre.

If there is nothing in your community, get some friends together to do outdoor skits or puppet shows. Share your talents with Share-the-Fun, talent shows, and community plays.

Dear Picture Perfect,

It's important to learn to accept compliments gracefully. Others are saying how they appreciate your efforts and their compliments deserve to be recognized and accepted. You may or may not agree, but give them the right to have their own opinion.

When you want to thank someone for what they have done for you, remember to do it before you forget it. Don't worry about the right words to say. If the feeling is there, the other person will understand what you are trying to express. A fun book about giving compliments is The Praise Book or Nice Things To Say To People, by Marcia Jacobs (PB, Price Stern).

Dear Tow Truck,

The best way to treat a friend is to accept them where they are. Express your opinions with "I" messages* without cutting them down or labeling them. Look at the book Winners and Losers by Sidney Harris (PB, Argus Communications). It is fun and related to managing your life in a positive way. Also suggest some possible things to do and be willing to listen to your friend's ideas. Respect her right to make the final decision on her own. No one changes until they are ready to change. Your example of making good decisions for your life is the best way you can remind others to do the same.

*Those are sentences that begin with "I" and express how you feel (i.e., I am angry with... or I am upset when...).

Dear Off Key,

Learning to fail is as important as learning to adjust to success. "You just pick yourself up, brush yourself off, and start all over again" (according to the song) and head toward another goal. Mention to Joan that you are glad she will have the chorus experience and that you are off to reach a new goal (sports? art? camping?).



Dear T. Racket,

When you have found a meaningful, valuable goal, it is sometimes better to keep it to yourself so that it can't be criticized or doubted by others. Start acting towards the goal instead of talking about it. Sign up for tennis lessons. Get in a lot of practice, and during the winter find an indoor court or an empty gym wall to keep up your skill. Follow the tennis tournaments. Some interesting autobiographies of great tennis players are Billie Jean King by Jim Baker (PB, Grosset & Dunlap), Great Tennis Players (King, Evert, Court, Goolagong) by Larry Bortstein (PB, Grosset & Dunlap), and Arthur Ashe by Louie Robinson, Jr. (PB, Archway).

STANDARDS

Dear Fast Fingers,

Turn their teasing into a joke and just another thing to talk about. Do you really have a friendship because you look alike on the surface? Let those friends go. Search out new friends who share your interests and care for you rather than what you wear. A book that will help you understand people interactions is TA for Kids by Alvin Freed (PB, A.M. Freed).

Dear All Wet,

Share your goal with friends if they are interested. Also be willing to listen to the goals they are striving for. Ignore people who try to label you as a jock or swimmer. Remind them that you have other interests too.

Dear Smiley,

Keep up your smiles and your friendship. They are contagious after awhile. You might enjoy reading the book, Try Giving Yourself Away by David Dunn, (PB, Prentice Hall). It gives you more examples and ideas of how to be friendly to others.

Dear Clockwatcher,

Jose probably feels your uneasiness when you walk into a meeting late. Talk to him about how you feel and explain your standard. People from some cultures may be less conscious about time than you are. You might choose to continue coming with him and arrive late, go alone and be on time, or plan your schedule $\frac{1}{2}$ hour earlier so that you both arrive on time.



VALUES

Dear Drowned Out,

Problems often come up when values differ. It is important to talk to your brother and explain to him how you feel. Listen to his point of view. Suggest a plan to have a special schedule or place of visiting or practicing. Try to put yourself in his position. Give yourself a few days to really find the best solution. In the meantime, read Love Is by Gerard A. Pottebaum (PB, St. Mary's College Press) to remind you that love is patient and kind.

Dear Bent Bicycle,

People often don't care for things properly because they don't know how to or they don't know your standards for maintenance. Make sure your friends know both. Explain how you feel about your bike and the standard you have for riding it (for example, you don't ride in the rain or on gravel roads). Share your knowledge about bicycles with your friends so that they can learn more for their own benefit. A fun book to clarify your values is Meeting Yourself Halfway by Sidney Simon (PB, Argus Communications).

Dear Nature Lover,

Promoting your value could be a full-time job. There is a lot to do to help people be more sensitive to nature. It is most important for you to make a standard for this goal that realistically uses your resources. You don't have all the money or time in the world to be an ecology preacher, but you do have some time, some money, and some energy for it.

Decide first on what guidelines you will have for your own lifestyle (e.g., do not buy throw away bottles, plastic containers, or aerosol cans). The example you live impresses people more than what you talk about.

Second, decide on one topic or concern that you would like to see changed, and concentrate all your energy on it. Find friends or a business or a local conservation group to plan and work with.

Third, be patient for people to change, but also be hopeful that your concern is valid and worthwhile.

Fourth, keep learning. Interesting books to read are Save the Earth: An Ecology Handbook for Kids by Betty Miles (PB, Knopf) and Deciding How to Live on Spaceship Earth by Rodney F. Allen et al. (PB, Plover). Ecology magazines such as Mother Earth News and an ecology section in your newspaper will also be helpful.

RESOURCES

Dear Mousie,

It's a risk to make a friend, but it is also worth it. To make a friend means that you begin to trust someone else with your opinions, dreams, and feelings, and you know they will treat them carefully.



You become an interesting person by being interested and enthusiastic about life. Be interested in a hobby, craft, or sport and be willing to share your enthusiasm with others. The result will be that people will enjoy being with you. Friendship, edited by Robert Cummins (PB, St. Mary's College Press), is an interesting book with pictures and quotations about searching and finding friendships. Why Am I Afraid To Tell You Who I Am? by John Powell (PB, Argus Communications) gives the answer to a question that probably is familiar to you.

Dear Broke,

Look at the community resources that are free. Play on a swing set or watch a parade. Materials or equipment can create some fun: wood scraps for bird houses, musical instruments for a jam session, or a soccer ball for an afternoon game. People resources are available to tell adventures of the past or teach you songs or how to garden?

Collected talents can make a circus, puppet show, talent show, or pantomime for the neighborhood kids.

Knowledge is available to use the resources in the library, educational TV, or extension courses. Use the newspaper, yellow pages, and community bulletin boards to tell you where to find free or very cheap activities.

Dear Silenced,

This disease is common among parents. It often comes up when parents have difficulty adjusting to their teen who now has many opinions and habits that are new to them. One thing that you can recommend that they (or you) read is Parent Effectiveness Training (P.E.T.) by Thomas Gordon (PB, Plume) (especially appendix 4, page 317, "A Catalog of Effects of the Typical Ways Parents Respond (Turn Off) to Children"). Another book, How to Live Through Junior High, by Erick W. Johnson (HB, Lippincott) gives some helpful information to parents and teenagers.

If you want outside help, family counselors in the school, church, or community can help you all learn to enjoy living together.

Dear Frustrated,

A small comforting book you might want to read is How to Survive the Loss of a Love or 58 Things To Do When There is Nothing To Be Done by Melba Colgrove et al. (HB, Simon and Schuster). It provides some helpful comments about death and losing someone you love. You need to accept the loss and hurt before you can begin to heal yourself and finally grow as you become more interested in reaching out to new people.



To find a new person to confide in, think of a person that you are comfortable with. Trust that the feeling is mutual and that the person would feel honored that you want to confide in him or her. Ask for some free time to talk. You might want to arrange a special time to get together. If you can't think of any one person you want to confide in, ask someone to recommend a counselor at school or an agency. Some counselors are better than others. You have a right to be choosy.

Dear Out of Breath,

Make sure that the time you spend is quality time. That means time that fits with your values, standards, and goals. Ask yourself, "What is the most important thing I can be doing right now?" You can get trapped into too many activities that are empty and meaningless for you. Quality time can mean doing or saying nothing if you feel that that is the most valuable way to be for the moment.

Dear Grease Monkey,

Tell your uncle about your interest, and ask him if he would be willing to answer some of your questions. Watch how he works. Maybe he would not mind if you helped him or if you brought in your minibike. Use your owners manual, or for more information write to the company or find a book on small engines.

Be sensitive to when you are taking up too much of his time or when he would rather be doing something else. Respect his needs, and don't be offended when he says he's too busy to help you.

Dear Bargain Hunter,

First of all, make sure the bike suits your needs. Is it the right size? Does it have the durability or the special features that you want? Notice if the frame is bent. Check the tires to notice any rips or tears. Ride it, and test the gears and brakes.

If you want extra help, ask a friend who has some bike knowledge to go with you.

A helpful book to buy to help you repair and care for your bike is Anybody's Bike Book by Tom Cuthbertson (PB, Crown).

Dear Energy Saver,

Learn about the ecology groups in your area. Call the Sierra Club, Friends of the Earth, or the Nature Conservancy, or look in the yellow pages under Environmental, Conservation, and Ecological Organizations.



Dear Care-full,

A valuable book for you to read is the Well-Body Book by Mike Samuals and Hal Bennett (PB, Bookworks). It is a manual of how to prevent your body from getting sick and what signs tell you when you need a doctor.

The Ultimate Athlete by George Leonard will fill you full of many new ideas if you are a serious reader. It will tell you about the power of body energy, noncompetitive sports, and getting high on being in good physical shape.

Lifelong sports and everyday exercise are in. Jogging, biking, swimming, can be tried by everyone to let muscles, blood vessels, and nerves come alive. Have you ever tried folkdancing?

Hatha yoga and Tai chi and aikido are combined meditation and movement to increase your sensitivity and perceptions.

Zen, yoga, and TM are popular approaches to meditation. They promote health because the body and mind spend some time relaxing and releasing tension.

Basic nutrition can be remembered by following the basic four food groups: milk/meat (complete proteins)/fruits and vegetables/breads, grains and cereals. Be aware of the harm highly processed food and empty calories can give you (such as soft drinks, potato chips, candy, donuts, etc.)

Remember to balance your life with equal amounts of exercise, quiet, people, learning, good nutrition, and rest.

DECISIONMAKING

Dear Green Cleaners,

A book that will answer your questions is Good Cents - Every Kid's Guide to Making Money by members of the Amazing Life Games Co. (PB, Houghton Mifflin). Some other suggestions are:

1. Have all members involved in making decisions, sharing responsibilities, and enjoying the profits.
2. Your best advertisement is the work you do. If you do good work and treat your customers fairly, the word will get around. Make a sign to put in the lawn while you are working, like a construction company does.
3. Keep communication lines open. If people have arguments, gripes, or compliments let them be known rather than hidden so that you can work together to solve the problems.
4. Talk to other people who have done lawn care to get some of their ideas for doing a better, more enjoyable job.



Dear Ignored,

Often the answer to your problems comes when you ask yourself, "What do I want to do to make myself feel better." You might decide to talk to your friends, to not join them anymore, or to not do anything differently. An important fact to remember is that, regardless of how you feel at times or how people treat you, you are a valuable and lovable person. Read the poem, "Desiderata" or the IALAC story (stay away from people who rip your IALAC tag, by Sidney Simon (PB, Argus Communications).

Dear Lonely,

The best way to meet people is by doing the things you enjoy doing. List the activities you love to do, and join any group or club that does those things. It can be a church or singing or hiking group. Be willing to start a conversation with a new person. No one minds a friendly face that says, "Can you tell me more about this project? I think I would like to join."

Dear Stuck,

Pouting hurts people's feelings more than if you get the anger out in words. When you are angry, say how you feel even if you just say, "That makes me very angry." If you would like to understand how to live and think in a more sensible way, read You by Sol Gordon (PB, Quadrangle, New York Times Book Co.).

Dear Animal Lover,

It is important to discuss this with the whole family. Bring up the subject and have each person give his or her opinion and a possible solution to the problem. Some options are that:

- the cat goes hungry
- someone else takes responsibility for the cat
- or you give the cat away to another family

Listen to your brother without blaming or putting him down. Try to find a good solution together. There are some very good lists of ground rules for a family meeting in the book Children: The Challenge by Rudolph Dreikurs and Vicki Soltz (PB, Hawthorn).

Dear Curious,

There are very few books or films that give basic information without trying to preach. Some valuable books might be:

- The Sex Book by M. Goldstein (PB, Seabury)
a photo-encyclopedia of basic sex terms
- "So You Don't Want to Be a Sex Object" and "Perils of Puberty" are two pamphlets by Rocky Mountain Planned Parenthood, 2030 East Ave., Denver, CO. For \$1 they will send you these two pamphlets and other information.



- What's Happening to Me? by P. Mayle (HB, Dutton) has cartoon illustrations that answer many questions that teens have.

Many adults feel uncomfortable about their sexuality, but there are a few who would be willing to answer your questions without lecturing. Keep looking.

Dear Slave,

Sorry that you've gotten yourself into the role of a slave. You will have to learn to say "no" when others ask you to do something you don't want to do. Practice yelling at yourself in front of a mirror, or read the book If I Say No I Feel Guilty by Manual J. Smith (PB, Bantam). It will show you how to assert yourself and say what you really feel.

Dear Confused,

Before you make a decision, make sure you have considered all the possible solutions. Read the Book of Highs by Edward Rosenfeld (PB, Quadrangle). It contains 250 ways of getting high without the use of drugs.

When you make a choice, remember it is your choice for right now and you are free to make another choice whenever you feel differently.

When someone asks for your opinion and it disagrees with theirs, say that you are willing to respect their ideas and choice as best for them, but that they have to respect yours as best for you. Assert your opinion by just repeating it when they try to change your mind.

ORGANIZATION

Dear Party Planner,

The first decision you need to make is the purpose of the party. What is the overall goal that you want to accomplish? Describe your goal more clearly by deciding on the size of the group, the amount of money you want to spend, the length of the party, the type of activities, etc.

Get a clear picture of how you want everything to be (your standards). Now write down a timetable for when things have to get done, such as mailing or calling the invitations and buying or preparing for the food, decorations, or entertainment.

You can get people to help you by simply asking, "Would you be willing to help?" Then state what your specific needs are and let the commitment be made by them. Comment that you really appreciate their willingness to help. Many people are overjoyed that they can get involved in a small way and that their services are needed.

A good book to help you organize your time is How To Get Control of Your Time and Your Life by Alan Lakein (PB, Signet).



Dear Concerned Host,

The most considerate thing to do is to explain the Saturday family routine to your guest. Do this ahead of time. Encourage him or her to feel free to join you or to go home early. Tell your guest that you won't be offended at the choice.

APPENDIX C

Name _____

County _____

SOCIAL MANAGEMENT PROJECT OR
EXHIBIT OR DEMONSTRATION EVALUATION

(If you need help with this form, ask your project leader.)

Describe your exhibit, project, or demonstration.

Which of your values are shown through this project? _____

In planning this project, what goals did you set for yourself to get it completed?

First goal --

Second goal --

Third goal --

What is the long-range goal for your life that this project is a part of?

Give two examples of important decisions that helped your project follow your values and goals?

List the resources that you needed.

community resources _____

natural resources _____

money _____



time _____

people resources _____

skills and talents _____

knowledge _____

What did you learn from this project? List as many things as you can. (Add extra paper if needed.)

Name several ways that you could plan to use the skills you learned from this project in the future.

What did you learn from the failures or negative experiences?

Name the people who helped you and how you showed your appreciation for their help.

People

My appreciation

_____	_____
_____	_____
_____	_____

Give an example of how you were careful not to harm yourself or others when planning or working with this project?

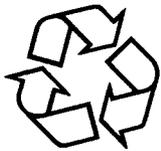
Describe your standards for this project (name either the quality of work, the quantity of the product or work, the performance of your work, or the achievement that you hoped to attain).

Describe the standard of the highest degree of achievement that anyone has ever done with this type of activity?

Give a few examples of how you organized your schedule, money, or efforts and planned ahead when working on your demonstration, project, or exhibit.

If you were to do this project again, what would you do differently?





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