



## Contents

Click on each word to display its meaning

[Action Plan](#)

[Active Listening](#)

[Delegation](#)

[Goal](#)

[Mind Mapping](#)

[Prioritizing](#)

[Procrastination](#)

[Subgoal](#)

[Time Management](#)

[Visualization](#)

## **Action Plan**

An action plan results from mind mapping and is a schedule of tasks, people responsible for performing those tasks, the resources required, and the commencement and completion dates.

## **Active Listening**

Active listening is a process of listening to the feelings behind the words and actions of others.

## **Delegation**

Delegation is the process of distributing duties and tasks in the most effective way possible in order to achieve the desired result.

## **Goal**

A goal is the end product or desired result of directed activity over a given period.

## **Mind Mapping**

Mind mapping is the process of documenting ideas associated with a particular theme, subject, topic or project. This process resembles the way the right side of the brain functions and is aimed at encouraging creativity.

## **Prioritizing**

Prioritizing is a system of deciding the order of importance of a number of activities from the most important to the least important.



## **Procrastination**

Procrastination is doing something other than what was originally intended. It often happens because we have unpleasant feelings associated with the intended activity.

## **Subgoal**

A subgoal is a goal on the way to achieving the main goal.

## **Time Management**

Time management is really self management. Time can not be managed, you can only manage yourself.

## **Visualization**

Visualization is the process of imagining the successful outcome of a project or task.

