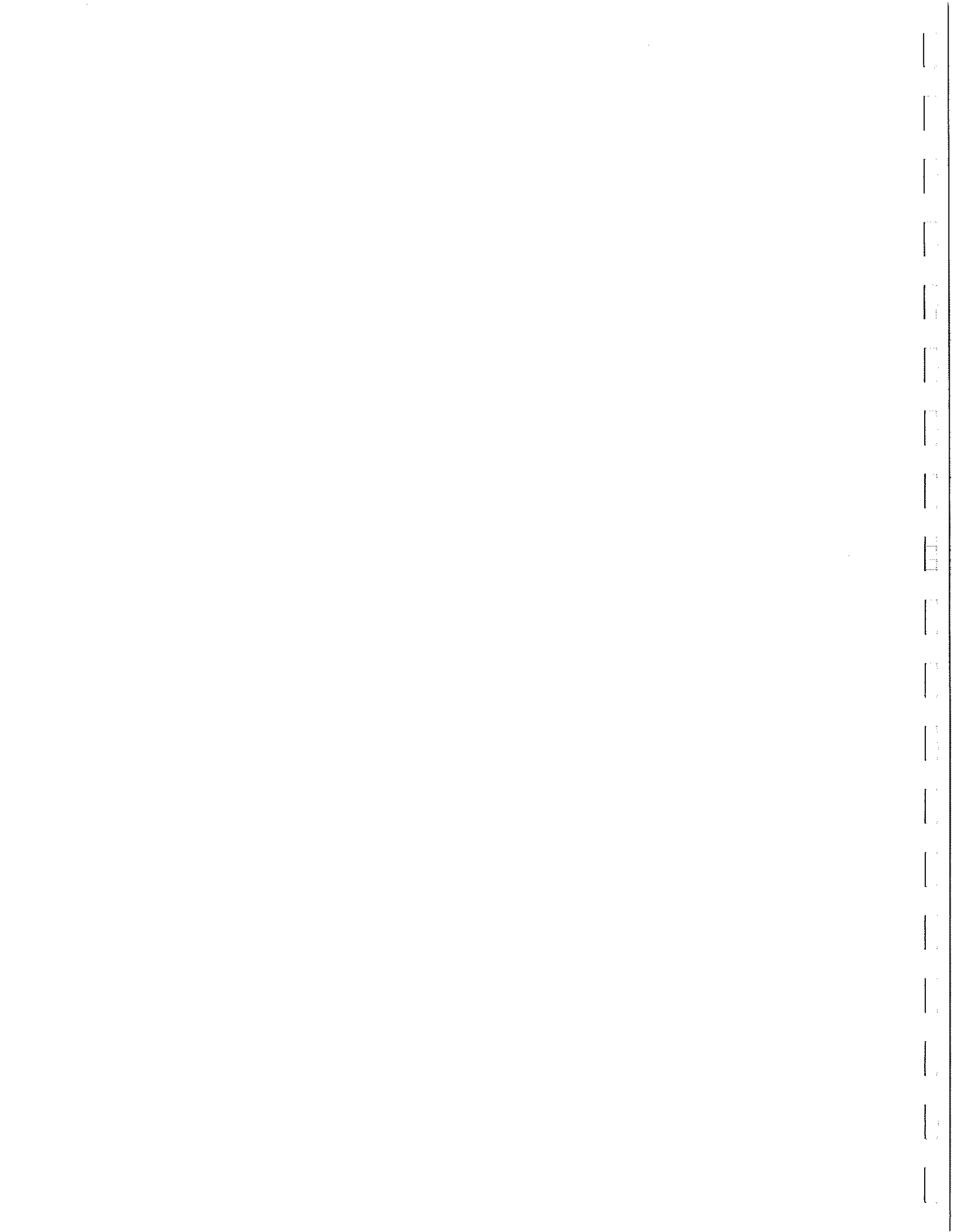


**THE
POWER
OF
ONE**



My Top 5 Time Takers

At Work:

1. _____
2. _____
3. _____
4. _____
5. _____

At Home/Personal Life:

1. _____
2. _____
3. _____
4. _____
5. _____

**Time Management
Goals and Objectives**

List three goals that are most important to you. Indicate whether they are long range, medium range, or immediate.

	Long Range	Medium Range	Now!
1.			
2.			
3.			

How much time have you set aside to meet each goal during your week?

Does your time allocation reflect the priority to your goal?

How can you change your commitments to meet your priorities?

Learn to diffuse frustrations by placing your energies into seeking positive, active solutions.

You will agree that we spend a large portion of our time at work. Therefore, it is important to create an environment that is as energizing as possible. Take a moment to think about the things that exhaust you and energize you.

What Makes You Feel Exhausted or Energized?

Exhausted?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Energized?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

*If you give up,
You give up on your students.
They deserve your perseverance.*

It Matters to This One

As I walked along the seashore
This young boy greeted me
He was tossing stranded starfish
Back into the deep blue sea.
I said, "Tell me why you bother,
Why you waste your time this way?
There's a million stranded starfish
Does it matter anyway?"

And he said, "It matters to this one.
It deserves a chance to grow.
It matters to this one.
I can't save them all I know.
But it matters to this one,
I'll return it to the sea.
It matters to this one
And it matters to me."

I walked into the classroom.
The teacher greeted me.
She was helping Johnny study.
He was struggling I could see.
I said, "Tell me why you bother,
Why waste your time this way?
Johnny's only one of millions,
Does it matter anyway?"

And she said, "It matters to this one.
He deserves a chance to grow.
It matters to this one,
I can't save them all I know.
But it matters to this one,
I'll help him be what he can be.
It matters to this one,
And it matters to me."

I am grateful for...

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Life Stress Test

This is a list of stressful events in your life which have different number values to show the pressure that it adds to your life. Review your life over the past 1-2 years. Check each stressful event that has happened or are taking place right now in your life. Add up the total score when you have finished.

o Death of a spouse	100
o Divorce	73
o Marital separation	65
o Jail term (you or family member)	63
o Death of a close family member	63
o Personal Injury or illness	53
o Marriage	50
o Fired from work	47
o Marital reconciliation	45
o Retirement	45
o Major change in health or behavior of a family member	44
o Sexual difficulties	40
o Pregnancy	40
o Gain of a new family member through birth, adoption or remarriage	39
o Business readjustment	39
o Major change in finances	38
o Death of a close friend	37
o Change to a different line of work	36
o Increase in number of arguments with spouse	35
o Mortgage or loan for major purchase	31
o Foreclosure of mortgage or loan	30
o Changes in responsibility at work	29
o Son/daughter leaving home	29
o Trouble with in-laws	29
o Outstanding personal achievement	28
o Going back to school	26
o Change in living condition (remodeling)	25
o Change of personal habits	24
o Change in residence	20
o Change in work hours	20
o Change in church/spiritual activities	19
o Change in recreational habits	18
o Change in social activities	18
o Purchase of major item	17
o Vacation	15
o Change in eating habits	15
o Minor violations of the law (traffic tickets, misdemeanors)	11

Total _____

Don't panic when adversity comes. Embrace it and give it the chance to help you grow.

John Steinbeck
"On a Former Teacher"

In her classroom our speculations
ranged the world. She breathed
curiosity into us so that each morning we
came into her class carrying new truths, new facts,
new ideas cupped and shielded in our
hands like fireflies.

When she went away, a sadness came over
us; but the light did not go out. She had
written her signature upon us; the literature of
the teacher who writes on children's minds.

I have had many teachers who taught me soon
Forgotten things, but only a few like her who
created in me a new direction, a new hunger, a
new attitude. I suppose to a large extent I am
the unsigned manuscript of that teacher. What
deathless power lies in the hands of such a person.