

## Self-management skills

### Definitions

1. Responsibilities  
Duties that you must do.
2. Accountable  
Being completely responsible for what you do and have reasons for doing so.
3. Chores  
Tasks to do at home.
4. Self-management skills  
Attributes that help you plan and manage your time positively.
5. Procrastinate  
Put off doing something until later.
6. Prioritise  
Organise information according to the importance of it.