



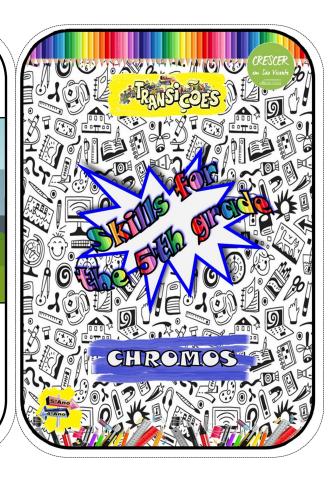
Cut out the front part of the stickers and glue it to the booklet or, if you prefer, cut out the two parts and glue them together.



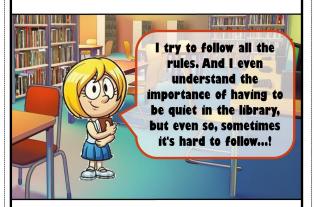


The responsibility is the duty to do everything we have committed ourselves to, and it becomes our obligation. In addition, we are also to blame for everything that happens because we have not fulfilled these duties.

So, before you take on a responsibility, think carefully about how you are going to carry it out and whether you are prepared to do it yourself or whether, at first, you need help.

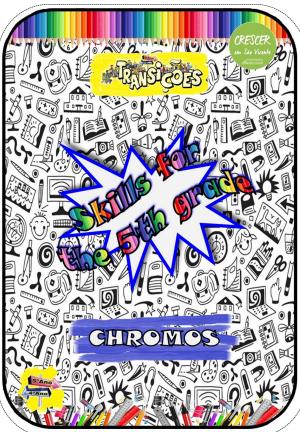


Respect



Respect is one of the most important skills, especially in social interaction, as it implies tolerance for difference. This competence makes one treat others in a thoughtful, sensitive and humble way, preventing reproachable attitudes.

Respect also leads to obedience and compliance with established norms and rules.

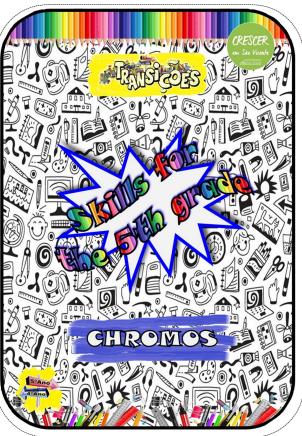


Autonomy



Autonomy is the competence to manage one's own life, using one's own means, wishes and/or principles.

This competence is strongly linked to freedom of choice, but even more so to responsibility. Autonomy makes it possible to make decisions of one's own, but it also implies taking the consequences of those decisions.



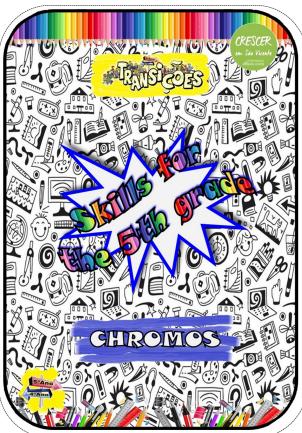
Iniciative



The initiative is what gives rise to the beginning of something, the first step of a project or the starting point of an action.

To have initiative is to be the first to remember or to put into practice a plan, an idea, an activity, etc.

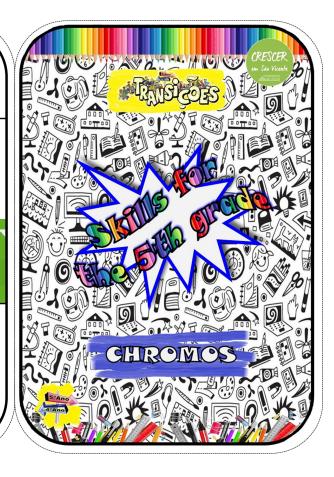
Initiative is the willingness or resourcefulness in solving challenges or problems, in a diligent way.



Persistence



Persistence is the ability to not give up easily and to remain constant in something. It is a very important characteristic to achieve objectives or goals, because someone persistent focuses and strives to achieve them, without being shaken by criticism, obstacles or difficulties. This implies adapting as needed, learning and doing whatever is necessary.

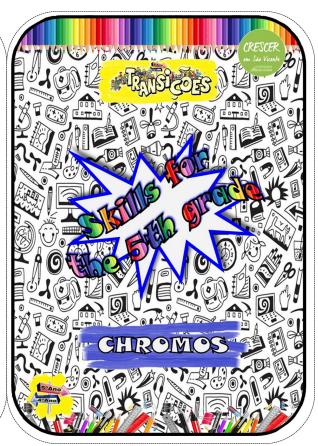


Patience

I've had enough of the confinement, washing my hands, wearing a mask... but it's a matter of waiting a little longer and soon all this will be over!



Patience is the quiet with which one expects something desired. On the other hand, it is the ability to endure setbacks, misfortunes and difficulties without losing one's temper. Thus, patience is linked to tolerance with mistakes, of others and one's own, in unwanted situations. To act with patience means not to be in a hurry, to be attentive and cautious about what one does, to know how to listen, see and speak with care.

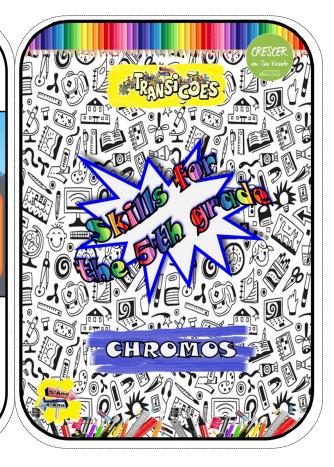


Ability to ask for help

I'm glad I asked you to come with me! I couldn't have done it alone.

I'm glad you asked me to come with you! Without you I wouldn't have seen this landscape!

Asking for help always creates learning and evolution! The ability to ask for help means that you know what your difficulties are, that you're worried about the quality of things you're doing and want to be even better. So you should define the kind of help you need and help whoever needs it. And you shouldn't try to do everything by yourself when you see that you can't, or try to get them to do things for you.

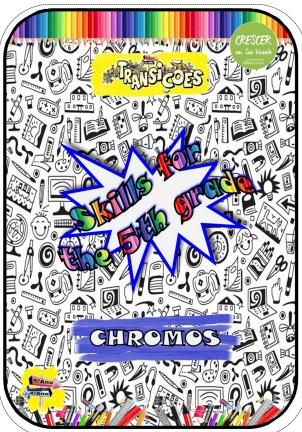


Self-control



You can't control how you feel. And you can't always control what you think. But you can learn to control your behavior.

Self-control is the ability to control your behavior, no matter what you're feeling or thinking. To do this, it's very important to know your reactions to certain feelings and events, so you can predict your impulses and control them.



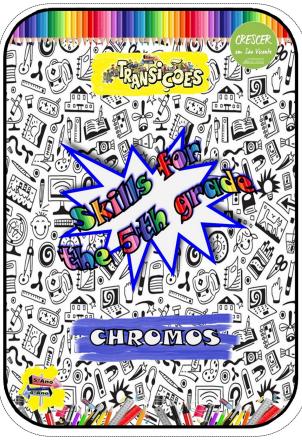
Ability to think before you act



Sometimes you can lose control over your actions.

This is mainly because of the emotions that provoke reactions and thoughts that make you react on impulse and without thinking.

The ability to think before you act is to be able to stop and come up with a plan; a response that is right and serves you right.

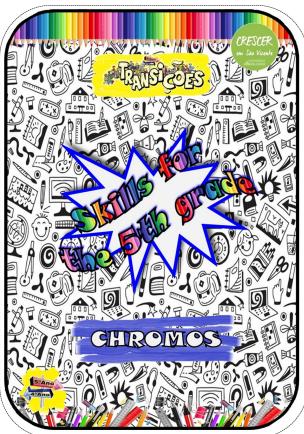


Capacity to think about my behavior



Mistakes are normal. Most of our learning begins with error. We try many times until we succeed.

The ability to think about your behavior is part of this idea. Every once in a while you make a mistake, but if you think about what went wrong, you can do better next time.

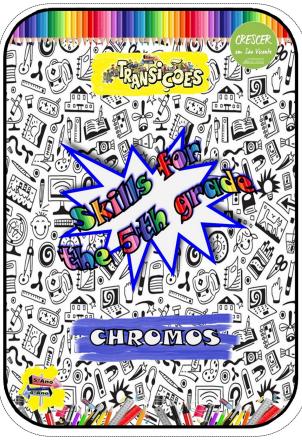


Organization



To be organized is to structure the work in a methodical, systematic and orderly way. Thus, the desired results are achieved as quickly and successfully as possible.

Organization is also the logical arrangement of objects and information.

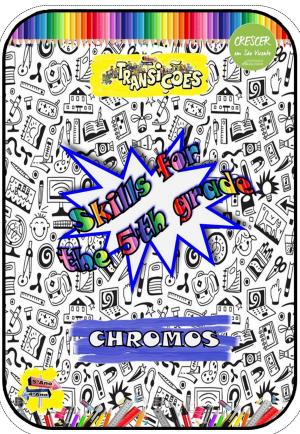


Concentration

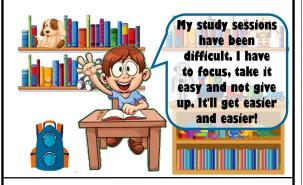


Concentration is the ability to direct attention and thought towards a particular idea, subject or task. This ability allows one to set aside all facts or objects that may be able to interfere with what one is doing.

Concentration is essential for further learning.

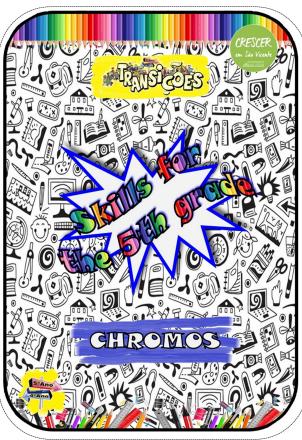


Ability to Work



The work capacity is the reduction of the time spent to execute a task or the increase of the quality of its execution.

This competence is mainly related to organization, concentration and persistence, and improves with practice.



Vime Management



Time management is the organization and distribution of the time we can spend on each day-to-day task to make sure we can do everything we have thought of.

sure we can do everything we have thought of.
To do this, it is important to: plan the day-to-day in advance; set goals and objectives; set deadlines and prioritize tasks; spend the right time on the right activity.

