

INTRODUCTION TO RESOURCES

L.No	Title of Lesson	SKILLS	Activity
14	Introduction to Resources	Critical Thinking and Creative Thinking Problem Solving and Decision Making	Resources available and importance of management of these resources

Summary

We all have needs, both material and non-material. Satisfaction of our needs is required for happiness in life. To satisfy needs, we have to set up goals and try to achieve the same. For example:.

- Need—convenience in commuting
- Goal—owning a car
- Result—happiness because need fulfilled



Goal is a target or aim that we wish to achieve, to satisfy our needs, so as to bring happiness in our life.

Goals are not easily achieved. One needs time, money, energy etc. to achieve them, e.g. to pass an examination, you need time, knowledge, books and money. These means that are used to attain goals are called **resources**.

Types of resources

- a) **Human resources:** The resources which are within an individual and can be used only by that person and cannot be taken and shared by others e.g. time, energy, skill, ability.
- b) **Non human-resources:** The resources which can be used and shared by others e.g. money, parks and hospitals.

Principal Points

How to use resources effectively?

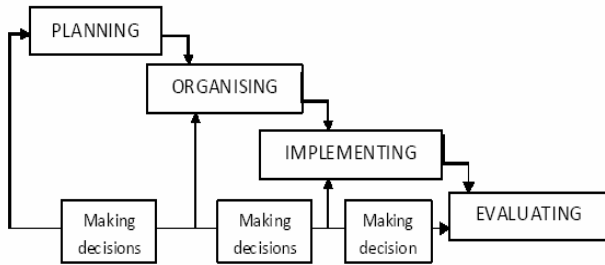
When anything is limited or in short supply, one has to use it carefully to get the maximum benefit out of it. In other words, one has to learn to manage it.

- E.g. During holidays (more time available) — relaxed use of time—less management required
- During examinations (less time available)—proper use of time—proper management required

Resources are always limited. Only with the proper planning, resources can be managed to achieve goals.

Build Your Understanding

- a) For stitching a dress, we require human resources like time, energy, knowledge and skill and non-human resources like money, fabric and a sewing machine.
- b) For making a table, we require human resources like time, energy, knowledge and skill and non-human resources like wood, hammer, saw, nails, etc.



What's Important to Know?

Management Process

Management is → Using what you have (resources) → To get what you want (goals).

Steps in the management process:

1. **Planning:** It is a step before the actual work begins. The entire planning may be carried out mentally, well in advance. All aspects of the work are given consideration. It involves:
 - a. listing activities so that nothing is left out;
 - b. sequencing them, so that a proper flow of activities is maintained and
 - c. providing scope for flexibility to cope up with changing situations.
2. **Organizing:** The work needs to be divided between workers according to their willingness to do the work, ability and availability of time. The workers will need to collect the resources needed to do the work. Organizing ensures that all the work gets done in time and there is equal distribution of work.
3. **Implementing:** This is putting the plan into action. It is carrying out the actual activities as planned and organized earlier.
4. **Evaluating:** This involves examining the progress of the plan to find out any shortcomings and take corrective measures accordingly. It gives us a chance to improve in future. Usually, this is the last step, but it can be done at the end of each management step so that the progress is good.

Steps of management process are inter-related.

Did You Know?

Resources will not last forever. So, use them wisely by adopting the following practices:

- **Avoid wastage**—do not let tap water flow unnecessarily.
- **Conserve**— (electricity) when leaving the room, remember to switch off lights, fan, air-conditioner etc. to conserve electricity.
- **Try alternates**—replace gas cooking by solar cooking.
- **Make resources last longer**—wise use of money will stretch its use.
- **While conserving do not deprive others**—in saving money, do not deprive important needs of the family.

Evaluate Yourself

1. Identify any two long-term and short-term goals. List the resources which may be required to achieve these goals.
2. As a home science student, list three questions you will ask yourself while evaluating a family meal you have planned.

Extend Your Horizon

You have to manage your brother's birthday party. Make a plan of all the activities to be done and list the resources required.

Maximize your marks

For successful management, keep the following points in your mind:

1. List down the activities to be done even though you can plan them mentally
2. Do not make the plan very ambitious or complex.
3. Assign responsibilities to people who are willing to help and have the time.
4. Ensure that you are moving according to the plan while implementing it.
5. Do a little evaluation after each step of management, so that you can take corrective measures in time.