

Career Management
1.02 Key Terms

Plagiarism	the practice of taking someone else's work or ideas and passing them off as one's own.
Ethical	being in accordance with the rules or standards for right conduct or practice, especially the standards of a profession.
Lifestyle	the way in which a person or group lives.
Digital Etiquette	responsibility for your actions as well as yourself on the internet and treating people like you would in real life.
Social Networking	the use of dedicated websites and applications to interact with other users.
Professionalism	the competence or skill expected of a professional.
Tact	sensitivity in dealing with others or with difficult issues.
Punctuality	being on time.
Optimist	a person who tends to be hopeful and confident about the future or the success of something.
Pessimist	a person who tends to see the worst aspect of things or believe that the worst will happen.
Conflict Resolution	process of resolving a disagreement.
Time Management	is the process of organizing and planning how to divide your time between specific activities.
Self-Discipline	the ability to control one's feelings and overcome one's weaknesses.
Accountability	taking responsibility for your own actions.
Affirmation	positive statements that can help you to challenge and overcome self-sabotaging and negative thoughts.
Interdependence	the dependence of two or more people or things on each other.
Laissez-faire	attitude of letting things take their own course, without interfering.