



# INTRODUCTION TO RESOURCES

You receive a letter from NIOS that your examination will begin by the end of September. Your sister's wedding is also scheduled in September end. You need to decide on arrangements with your family like food to be served, guests to be invited, place for the wedding and many more tasks.

There is so much to do yet so little time. You also need to study for your exams. Will you be able to achieve all your goals? Can you manage these events systematically? Yes, you all **can do it**.

Let us find out how to:

- organize our work systematically and efficiently;
- make the best use of what we have, and
- use what we have to achieve what we want.



## OBJECTIVES

After reading this lesson, you will be able to:

- define the terms such as goal, resources and management;
- identify the different type of goals;
- classify resources as human and non-human;
- suggest guidelines to use resources especially those which are limited;
- explain the importance of management in day to day life;
- identify and explain the steps involved in management- planning, organising, implementing and evaluating;

- illustrate the use of management process in various life situations and efficient use of resources;
- understand the process of management remains the same in any situation, and
- evaluate whether resources at your home are being utilized effectively.



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## 14.1 GOALS

Consider the situations given in the box:

What are these things that Asha, Rakesh, father, brother or you want? These are targets or aims which they want to achieve. **These aims are known as goals.**

Can you now define a goal? Yes, a goal is a target or aim that we want to achieve to satisfy our needs.

Lakshmi wanted to stand first in sack race in the inter school tournament. She practised a lot and did get the first position in the sack race.



So, can you say what was Lakshmi's goal? Yes, we can. She wanted to get the first position in the race. Think of some of the goals which you have been able to achieve. Did you feel happy after achieving them? Yes, we all feel happy and satisfied after achieving our goals.

What happens if you are not able to achieve your goals? I do feel unhappy and dissatisfied.

- **Asha wants to become a doctor**
- **Rakesh wants to pass an examination**
- **Father wants to buy a new car/scooter/cycle**
- **Your brother wants to cook a special dish for the family**
- **You want to visit your friend's house on Sunday**
- **You want to write to your parents**
- **Boundary wall to be repaired.**

## 14.2 RESOURCES

Consider the following :

Want	What you need or what you will do to get what you want
To buy a dress	Money 
To go to watch a movie. How will you go there?	Walk or go by bus 



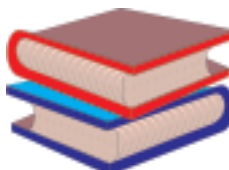
## MODULE - 2

### My Family & I



#### Notes

#### Introduction to Resources

Family wants to build a house	Acquire Land and money 
To post a birthday card to a friend	Procure Postal stamps and envelope 
To pass an examination	Gain Knowledge and books 

What are these things that you or your family members want to do? These are the goals that they want to achieve.

What are they using to achieve the goals? They are using means like money, bus, land, postal stamps, knowledge, etc., to attain these goals. The means used to attain goals are called **resources**. Or we can also say that resources are all the things needed and used to achieve goals.



#### ACTIVITY 14.1

Make a list of any two goals you want to achieve within the next five years. Compare them with the goals of your sister or brother who is about four years younger to you.

S. No.	Goals	Resources required
<b>Example</b>	Pass class Xth examination	books, time to study, knowledge, stationery, money
1.		
2.		



### INTEXT QUESTIONS 14.1

1. Define the terms goals and resources.
2. Identify the goals and resources from the jumbled list given below and write them in the table below.

**List: Buying a mobile phone, piece of land; Rs. 6000; making a chair; obtain wood; reaching bus stand; installing a community tap; making rangoli, planning to visit to a mela.**

Goals	Resources

#### 14.2.2 Types of resources

In activity 14.1, you have identified some of the resources which you will require to fulfill your goals over a period of five years. But just think of the years ahead. Your goals will keep changing, becoming bigger and more complex and there will be lot many resources you will use to fulfill these goals in the future. These resources can be money, land, time, energy, knowledge, material goods, community facilities, skills and abilities.

Now, you think about at this list of resources carefully. You will realize that there is a difference between resources like money, land, etc. and resources like knowledge, time, skills etc.

A piece of land or a house would have a fixed cost for everyone. In other words anyone can buy the same plot of land or house at the same price. We also have 24 hours in a day. We cannot share this time with others. You cannot give your 2 hours to your sister and make it 26 hours in a day for her and 22 hours a day for yourself.

Your sister embroiders beautiful designs. This is her skill (her resource) and only she can use it. Similarly, your energy or capacity to work is yours own. Nobody else can use your energy or time or your knowledge.

From the above examples we can say that some resources are within an individual and can be used only by that person and cannot be taken or shared by others. These resources are called **human resources**.



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Can you now list human resources? Yes, they are energy, skills and abilities, time, knowledge. Human resources are the capabilities and characteristics of individuals.

At the same time, there are some resources which are available equally to everyone. Community facilities like parks, hospitals, market, library, buses, roads and schools can be used by everyone whosever wishes to use them. Money can change hands or your money can be used by your sister also. Land can be purchased by others too. A table, chair, gas stove, clothes etc. can be purchased. All such resources are known as **non-human resources**.

Let us list the non-human resources. These are money, land, community facilities, material goods.

To make it easier for you, let us look at this chart.

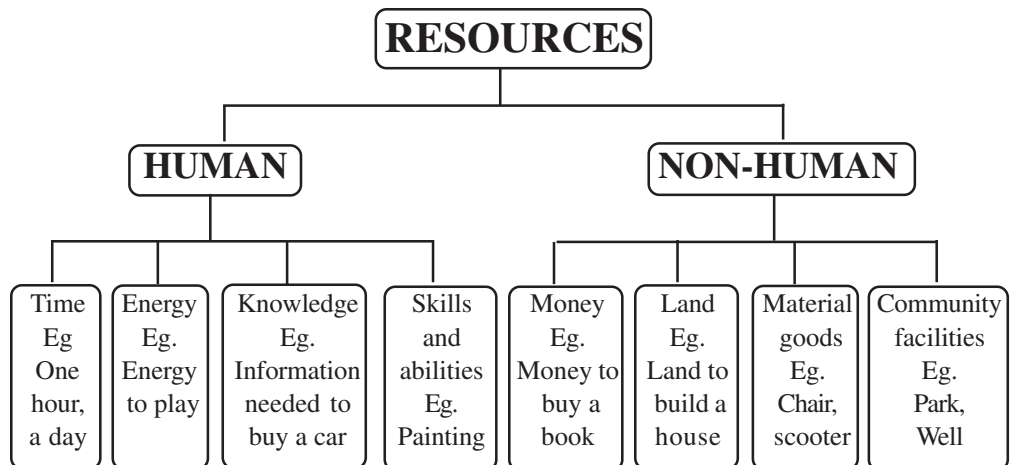


Fig. 14.1

So it must be clear to you by now that resources are of two types.

**Human resources** are those resources which belong to a person and cannot be taken away by others. You only can use your energy, time, knowledge and skills



**Non-human resources**, on the other hand, can belong to a person or a community. These can be shared by others. Community park is used by all the children to play. Money can change hands and go from one person to another. Land, table or chair can be purchased by anyone.



**ACTIVITY 14.2**

1. List the various community resources that you and your family use to do various activities.
2. Identify one community facility which is not available in your neighbourhood. Suggest ways by which this facility can be made available in your neighbourhood.

**INTEXT QUESTIONS 14.2**

1. Differentiate between human and non-human resources. Give two examples of each.
2. Why do we consider money as a non-human resource?
3. List all the resources you will need to achieve the goal of doing the weekly washing of your clothes?

**14.2.3 Guidelines to use resources**

Resources are always limited. The money available to us is limited; the total time of the day available to us is limited—24 hours for everybody. Land on this earth is limited too. To achieve our goals, we have to manage within the limited resources. Each one of us has limited resources to achieve the goals. It is therefore, important to use them wisely. Given below are some guidelines to use resources efficiently:

- Do not waste resources.
- Conserve resources.
- Try alternative ways of using resources.
- Learn ways to make resources last longer.
- While conserving resources make sure you do not deprive others.

**ACTIVITY 14.3**

1. From the list of community resources prepared by you in the previous activity, observe their misuse and suggest ways to prevent it.

**Notes**



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### INTEXT QUESTIONS 14.3

1. With the help of two examples, bring out the importance of using resources wisely.
2. List three guidelines for making wise use of resources.

#### 14.2.4 Use of resources

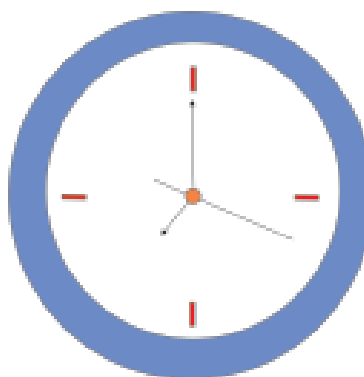
We have to manage our resources to achieve our goals. Sometimes we have to achieve many goals within a limited time. How would you manage your time so that you can do the following activities within a day like study for your exam, visit your friend, teach your younger brother or sister and help your parents to prepare the evening meal for the family in one day.

Thus, in order to finish all this work you must either:

- get more time,
- use your time effectively or
- decrease the amount of work to be done.

Out of these three possible alternatives, the first one cannot be done. You know that, time is a limited resource; you only have 24 hours a day. Now, what to do? Decrease the amount of work? No, all these are important goals which you want to achieve. None of them can be left out. So what could you do then?

The only alternative left with you is to plan the time schedule in such a way that all these goals can be achieved.



This is just one example. We all face similar situations with respect to other resources in our day to day life. Maximum utilization is the answer to our problem. This is for all resources. As resources are limited, we have to plan their utilization in such a way that we can get maximum benefit out of them. This is only possible with proper planning.



### INTEXT QUESTIONS 14.4

1. Why is it important to plan for the use of resources?
2. Sudha wants to become a doctor. For this she has to work very hard and secure 90% marks if she wants to get admissions in a good college. Her mother wants her to eat well so that she is healthy. Besides, Sudha also plays badminton for 2 hours in the evening as she is aiming for the state championship.

Identify Sudha's goals.

3. What are resources?
4. List four human and four non-human resources.
5. Given below is a list of activities. Write down the resources (both human and non-human) needed to carry out each of these activities:
  - (i) Buying vegetables from the market
  - (ii) Washing clothes
  - (iii) Sending a telegram
  - (iv) Helping your brother with his home work
  - (v) Doing embroidery on a table cloth



### 14.3 MANAGEMENT PROCESS

Consider that your family has to make a trip to attend your cousin's wedding. Your mother and father have to organize this trip. What all are they going to do?

- Preparing a list of all the tasks to be done.
- Planning for who is to do what and when.
- Arrange the money for the trip.
- Plan and buy the gifts for your cousin.
- Buying/stitching clothes to wear.
- Deciding about the number of days for the trip.
- Buying bus or train tickets.
- Father and/or mother applying for leave from work.
- Review of the plan from time to time.

These are some of the activities being planned. Now **'to attend the wedding of your cousin' is just one goal the family is to achieve.**

Our goal is that the family is able to attend the wedding and enjoy it. The resources that the family has to achieve this goal are money, time, energy and even people in the family would do what they are asked to do.

- Parents are using money to buy the tickets.
- Parents are using their time and knowledge to think and organize the trip.

**Management is a process of controlling/organizing whatever we have(resources) to achieve what we want(goal).**





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- Your brother and you are helping to collect the clothes, accessories and toiletries and pack them.
- You and your brother are using your skill to design and stitch clothes to wear on the wedding.

Thus, all the family members are trying to manage this activities in order to be able to make this trip a success.

Can you now tell what is management?

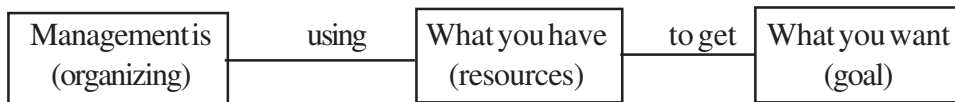


Fig 14.2: The management process

### 14.3.1 Steps in management process

Your parents, in order to attend the wedding are not only making plans, they are doing much more than that. They are taking action to complete each task. They are assigning duties and even making changes in plan as per their resources or the problems that are arising.

So, we can say that management is not only sitting and planning to achieve a goal. It starts with thinking out what to do, that is, you **plan**. Then you have to check to see that you have everything you need to put the plan into action. You also decide what is to be done by whom and how. In other words, you **organize**. After that, you perform the actual task, you put your plans to action or you **implement**. Once the task is over, you check to see whether everything went according to plan, and what went wrong or in other words, you **evaluate** and decide on any changes that should be made next time.

These all are steps in Management. There are four steps of management-

- Planning
- Organizing
- Implementing
- Evaluating

Planning has to be followed by organizing the ways and means for carrying out the plan. Once this is done, the plan has to be implemented. Evaluation is done at the end as well as during the implementation of the plan.

You can see that you cannot carry out an activity unless you organize your resources. Without organizing you cannot implement your plan. And, unless you evaluate your activities, you cannot find out your mistakes and avoid them in future.

Therefore, all the steps of management are related to each other and are dependent on each other for the successful achievement of a goal.



### ACTIVITY 14.5

1. Your PCP group students plan to go for a picnic. You have been made in-charge for organizing this picnic along with a team of five more students.

Given below is the diagram showing the steps of management process. Fill in the boxes, the actions and/or persons as required in each management step.

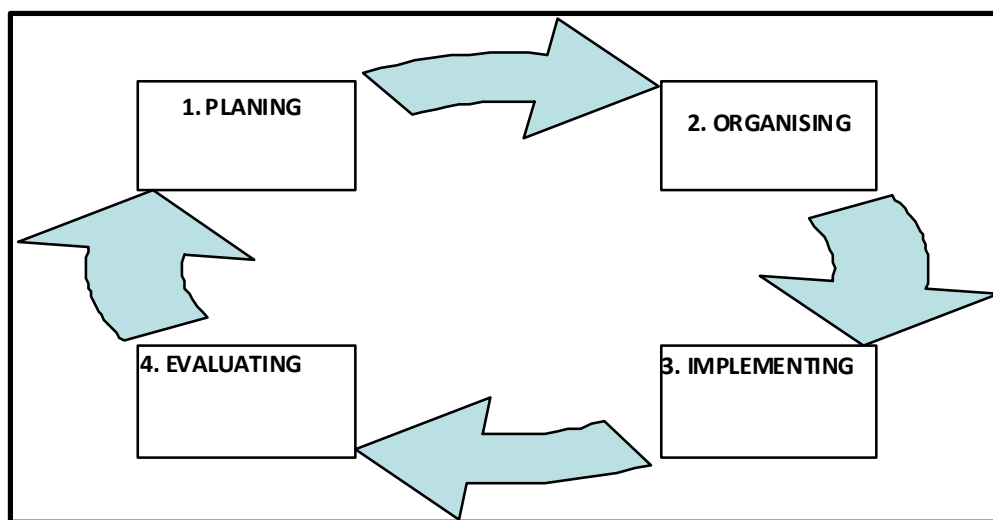


Fig 14.3

Let us study these steps in detail.

**Step 1 Planning:** This step consists of thinking in advance about what needs to be done. A simple way to plan is to make a list of all the things that need to be done. Since certain things have to be done first and others later, these should be arranged in a sequence.

Examine the plan your family made when they were going to attend your cousin's wedding. Your parents prepared a list of all that was to be done. After that, they chose the task that needed to be done before others. For example, your parents first planned to go to the bank to take out the money and then planned to get the reservation of the train and so on. While doing this they were arranging each activity in the sequence in which it was to be performed.

Apart from this, the family also decided upon the alternative date in case the train reservation for the decided date was not available. This is called a **flexible** or an **alternative plan**.



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Why is planning important? Yes, it is important so that you do not forget any important aspect once you start carrying out the task. Thus, planning is listing activities, sequencing activities and providing scope for flexibility to cope up with changing situations.



### INTEXT QUESTIONS 14.5

1. List the steps in the management process.
2. Your mother is planning to invite your newly married cousin and her husband home. Given below is a list of activities that need to be done. Arrange them in the sequence in which they should be done.
  - a) Cook the meal
  - b) Go to the market to buy the vegetables
  - c) Plan the menu
  - d) Clean and dust the house
  - e) Get dressed
  - f) Get the gifts out and pack them
  - g) Soak channas
  - h) Set the curds

#### STEP 2 Organizing

When you plan, you decide

- who is to do what;
- how the activities are to be done;
- when the activities are to be done;
- you also decide what will you need (the resources) to carry out the plan.

The resources needed may be:

- human resources
- non-human resources

Do you remember what 'human' and 'non-human' resources are?

If yes, read on. If no, go back to previous section and read it again. Let us now go back and once again examine the example given earlier.

When your father was planning the trip, he decided to send you to the railway station for purchasing the tickets, that is, he fixed the responsibility on you. But a plan may not

always involve the help of other people. When you decide to cook the special meal for your family, you decide to do all the work by yourself.

Thus, after deciding who will do what, you set about collecting or assembling everything that you needed to cook the meal. All these activities of fixing responsibilities and collecting resources make up the second step of management that is, organizing. While assigning tasks to other people, we must make sure that they

- are willing to do them,
- have the ability to do them, and
- have the time to do them.

Can you think of what would happen if you assigned the tasks to people who were not willing or able to do them? What would happen if you asked a very busy person to do something for you? The works will either not get done or it may not be done properly. In this case, your plan may not be very successful. This means that organizing is an important component of management.

**Organizing means fixing responsibilities and collecting or assembling resources needed to carry out a plan.**

Organizing ensures:

- that all the work gets done;
- there is equal distribution of work;
- work gets finished on time and
- time is saved.

This means that since the work gets distributed among two or more persons, it saves time. Since more than one person is doing the work, all the work gets done and no one is over burdened either; that is, there is fair distribution of work.



### ACTIVITY 14.6

1. Make a plan for organizing Independence Day celebration in your locality. Distribute work to all the members of group according to their ability and time available to them.

### STEP 3 Implementing

You had made a plan to attend wedding in Step 1. Assume that the wedding has been planned and work has been assigned to different people. But the work has to be actually done. This is known as implementing. Implementing is also known as



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**Notes**

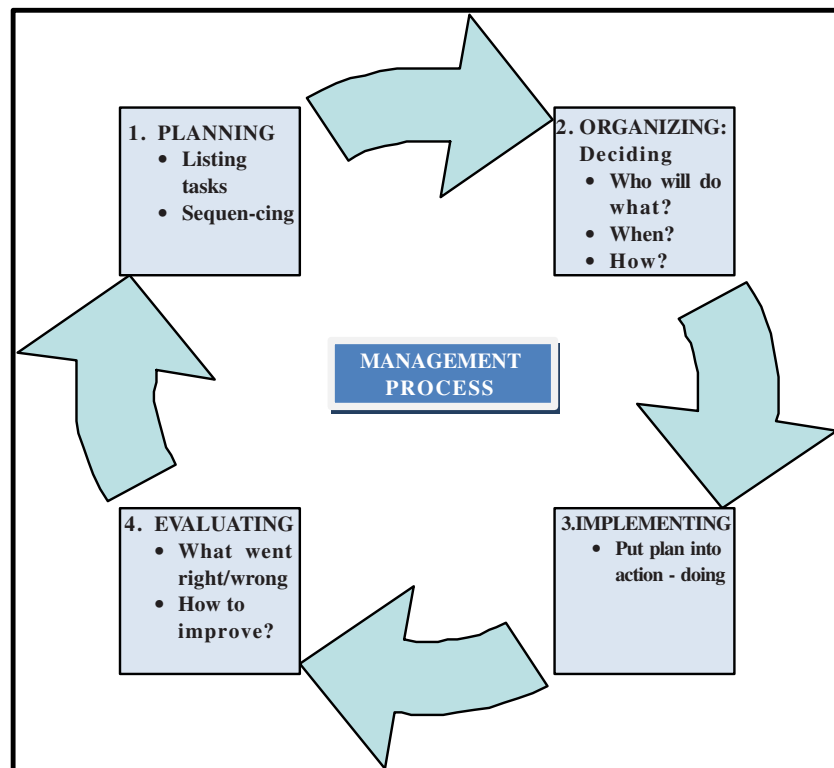
putting a plan into action. For example, how did you cook and serve the special meal? The activities done in order to carry out your plan come under the steps of implementation. Implementing means carrying out the actual activities as planned and organized earlier. As the plan is being carried out, you have to check the progress of your plan. When you do this, you may sometimes find a changed situation which calls for some fresh decisions. For example, suppose they had planned to travel by train and the tickets are not available for all the family members. What will you do? Your family may then decide to:

- travel by bus, or
- travel by road, or
- let only father or mother travel

So, you make adjustments as the plan is being carried out or implemented.

**STEP 4 Evaluation**

Once the plan has been implemented we now need to examine the steps of management to judge ‘what went right’ and ‘what went wrong’. Evaluation means examining the progress of your plan to find out any short-comings and take corrective measures accordingly. For example, you cook a meal for your family. After the cooking is over, you taste the meal. You also assess whether everybody was able to eat tastefully.



**Fig. 14.4 Management is a cyclic process**

You check what you are doing? You are finding out how is your cooking and serving. Why do you do that? It is done to check mistakes and improve upon them so that they are not repeated in future. Therefore, evaluating is done at the end of implementing a plan. However, to ensure that the plan is managed well at each step, we should also evaluate at each step, i.e., while planning, organizing and implementing.

Since you are constantly evaluating your work, you come to know the defects of your plan and you are thus trained to make better plans in future.

Thus, you will realize that management is a cycle process. Planning leads to organizing, which leads to implementing, which further leads to evaluating and evaluating helps to make future plans better.



### INTEXT QUESTION 14.6

1. Your friend reaches her tuition/coaching classes late everyday Use your knowledge of management process to tackle this problem.

### 14.3.2 Steps of management process are inter-related

When we are making a building, we need to organize for all the material, labour, money and obtain government permission. There are specific steps to be followed in the construction of the building. Missing of one aspect will affect the next step or the next step may not be possible at all. Similarly, all the steps of management are important. An activity can be done even without proper management but the results are not as good as they would have been if planning, organizing, implementation and evaluation were done properly. Hence, all these steps are essential for the satisfactory achievement of our desired goals. Each step of planning is related to the other. Imagine, a building without a foundation. Planning has to be followed by organizing the ways and means of carrying out the plan. Once this is done, the plan has to be implemented. Evaluation is done at the end as well as during the implementation of the plan.

You can see that you can not carry out an activity unless you organize your resources. Without organizing you cannot implement your plan. And, unless you evaluate your activities, you cannot find out your mistakes and try to avoid them in future.

Therefore, all the steps of management are related to each other and are dependent on each other for the successful achievement of a goal. Each step involves taking a series of decisions without which that step can not be achieved.



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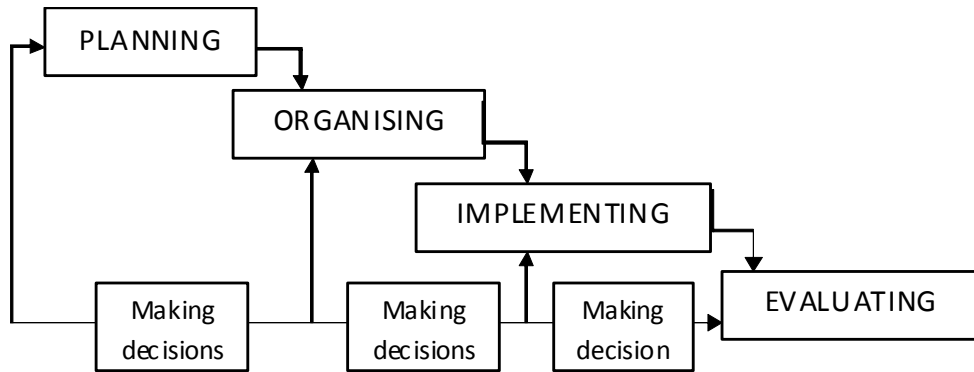


Fig. 14.5

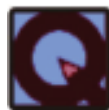
At each step of management, one has to decide things and make changes if required. This process is known as **decision making**.



**ACTIVITY 14.7**

- List three alternatives in the best order to achieve the given tasks:

Task	Alternatives
Reducing expenditure on clothes for the family	a. b. c.
Thinking of a place where the whole family can go for a picnic.	a. b. c.
Reducing consumption of fuel or electricity at home.	a. b. c.



**INTEXT QUESTIONS 14.7**

- Why is organising important?
- Your brother wants to host a party to celebrate the first birthday of his daughter. List the goals and the resources he will need to achieve his goal successfully. The party goes off very well and all the guests appreciate its management.

- Can you analyze and suggest what went right at each steps of the management process.
- What suggestions can your brother give to his friends to be able to host the party even better in future in terms of number of guest, menu and quality of food needed and entertainment programme.



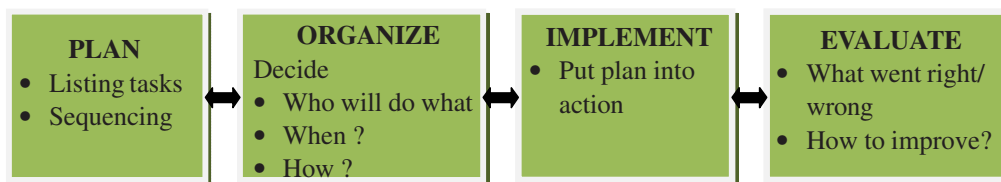
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## WHAT YOU HAVE LEARNT

In order to make it easy to remember here are the main points of the lesson:

- The means used to attain goals are called 'resources'. There are two types of resources, human and non-human resources.
- Management is a process through which we attain our goals by the efficient use of available resources.
- Management is a process of organizing and controlling whatever resources we have, to achieve what we want.
- There are four steps of management process and these are related to each other.



## TERMINAL EXERCISE

1. What is the relationship between goals and resources?
2. Give any four examples to differentiate between human and non-human resources.
3. What is the importance of planning? You attended your cousin's wedding. All went well except the following:
  - The train reservation was not confirmed till the last minute.
  - On reaching you found that one of your dresses did not fit properly.
  - The family had left behind one of the gifts purchased for the cousin.

On the basis of what you have learnt in this lesson, suggest at least one way in which each of the above stated problem could have been avoided.
4. Explain the importance of evaluation in the process of management.





5. Surroundings of your house must be kept clean for a healthy environment. List the resources you will need and use for this purpose. How will you plan for the beautification of space around your house?



**ANSWER TO INTEXT QUESTIONS**

**14.1**

1. **Goals:** A goal is a target or aim that we want to achieve or goals are our needs/wants which we try to achieve.

**Resources:** The means used to attain goals are called Resources. They are all the things used to achieve our goals.

<b>Goals</b>	<b>Resources</b>
Buying a mobile phone	piece of land
making a chair	Rs. 6000
making rangoli	wood
visit to a mela	bus stand
	community tap

3. Give justification to elders why cleaning and beautification should be done in the area surrounding your house. Convince them that it is a must for all family members and the neighbours and that the biodegradable material will be recycled and used as manure.

**Resources-** time, energy, materials like brooms, buckets, rubber tubing, pots, implements to dig and level the area, plants, manure, resources to start vermiculture.

- a) **Planning-** Make a plan to see what all needs to be done like-
  - i) digging the soil
  - ii) removing all weeds and unwanted plants and leaving them to dry.
  - iii) level the area
  - iv) plants some perennials along the wall of the house.
  - v) keep some potted plants
  - vi) make a pit in a corner away from the house for vermiculture or preparing leaf manure.
- b) Involve all family members in different tasks.



Notes

## 14.2

1. Human resources-are those resources which belong to the person and cannot be taken away by others.e.g. time, knowledge.

Non-human resources can belong to the person or the community. These can be taken over or shared by others.e.g. park, money.

- 2 . Money is non-human resource because it can change hands.

## 14.3

1. To achieve our goals, we have to manage within the limited resources. Each one of us has our own limited resources to achieve the goals. Therefore, it is important to use them wisely.e.g money is limited, the total time of the day is also limited.

2. Points to be kept in mind while managing resources:

- Do not waste resources
- Conserve resources
- Understand alternative use of resources
- Learn the proper way to make sure you do not deprive others.

## 14.4

1. As resources are limited, we have to plan their utilization in such a way that we can get maximum out of them. That is why it is important to plan for the use of resources.

2.
  - Were the resources used effectively by all family members?
  - Was bath taken under the shower or a bucket full of water was used?
  - Were Fans and lights left on, even if nobody was sitting in the room?
  - Did family members walk to the nearby park or went by scooter and then walked there?

Request your family members to appraise their friends, relations and colleagues to use resources judiciously and check if they get water or electricity bill which is lower than before.

## 14.5

1. Planning, Organizing, Implementing and Evaluating
2. c, g, h, b, d, f, a, e.



### 14.6

#### Planning

- Get uniform ready
- Finish home work
- Plan for time to get up
- Get bag ready

#### Organizing and implementing

- Getting ready
- Eating breakfast
- Catching school bus

#### Evaluation

- Got ready on time?
- Time to eat?
- Caught bus on time?