

Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Manicuring Chapters 1-4

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| 1. the art & science of beautifying and improving the skin, nails, and hair  | A. Physical Presentation    |
| 2. the art & science of beautifying the nails and skin of the hands and feet   | B. Effective Communication  |
| 3. the moral principles by which we live and work  | C. Goal Setting             |
| 4. act of planning your life instead of letting things happen  | D. Personal Hygiene         |
| 5. the identification of long term and short term goals that helps you decide what you want out of life  | E. Professional Image       |
| 6. establishes the values that a business or individual lives by and sets up future goals  | F. Cosmetology              |
| 7. an unhealthy compulsion to do things perfectly  | G. Client Consultation Form |
| 8. to make a list of tasks that needs to be done in order from most to least important   | H. Client Consultation      |
| 9. putting off tomorrow what you can do today  | I. Prioritize               |
| 10. the science of designing the work place as well as its equipment and tools to make specific body movements more comfortable, efficient, and safe | J. Ergonomics               |
| 11. daily maintenance of cleanliness by practicing healthful habits  | K. Reflective Listening     |
| 12. posture; the way an individual walks and moves   | L. Procrastination          |
| 13. the impression you project through both your outward appearance and your conduct in the workplace  | M. Ethics                   |
| 14. verbal communication with a client to determine their needs  | N. Game Plan                |
| 15. a questionnaire used to gather information about a client's needs, history, and preferences; fill out before the client's first service          | O. Perfectionism            |
| 16. act of sharing information between two people so the information is understood   | P. Mission Statement        |
| 17. an assessment of an employee's skills, attitudes, and behaviors in the workplace   | Q. Employee Evaluations     |

18. listening to the client and then repeating in your own words what you think the client is telling you

R. Nail Technology