

ESSENTIAL REVIEW

ACTIVITY 1 Professional Image Word Scramble

Using the clues provided, unscramble the terms below.

Scramble	Correct Word
sexeeicrs	_____
	<i>Clue:</i> Help relieve stress from repetitive movements.
ggnmoior	_____
	<i>Clue:</i> An extension of personal hygiene.
oeptrus	_____
	<i>Clue:</i> Position or bearing of the body.
csimongreo	_____
	<i>Clue:</i> The science of designing the workplace for safe and efficient body movements.
niosfesorpliams	_____
	<i>Clue:</i> Business conduct; politeness.
neegyih	_____
	<i>Clue:</i> Practicing cleanliness.
ressst	_____
	<i>Clue:</i> Caused by repetitive movements.
zssaceeoric	_____
	<i>Clue:</i> Part of dressing for success.

ACTIVITY 2 Professional Image Fill in the Blanks

Using the following words, fill in the blanks to form a thorough review of Chapter 3, Your Professional Image. Words or terms may be used more than once or not at all.

ergonomics	impression	physical presentation
gossip	online	positive attitude
hygiene pack	personal grooming	professional image
image	personal hygiene	repetitive

1. Your professional image is the _____ you project and consists of your outward appearance and the conduct you exhibit in the workplace.
2. A good way to ensure that you are always clean and fresh is to keep a _____.
3. The daily maintenance of cleanliness and healthfulness is known as _____.

ACTIVITY 2 Rate Your Image

Your professional image is the impression you want to project through your outward appearance and behavior.

On a scale of 1 to 5, with 5 being considered the best, rate your appearance in the following categories:

- _____ Clothing is clean, pressed, and free of stains or damage.
- _____ Dress is in compliance with the dress code established by the institution.
- _____ Shoes are clean, polished, and in good repair.
- _____ Makeup (if applicable) is tasteful and neatly applied.
- _____ Hair is properly groomed and styled appropriately for current trends.
- _____ Facial hair (beard or mustache, if applicable) is properly trimmed and neat.
- _____ Hands and nails are properly manicured; nails are clean and trimmed appropriately.
- _____ Hygiene is maintained (daily bath, proper use of deodorant, teeth are brushed, etc.).
- _____ Jewelry is kept to a minimum and not overdone, not too trendy, and does not jingle.
- _____ A positive attitude and demeanor is projected at all times.

Add your scores and evaluate your image according to the following guidelines.

- 45 to 50 Your image is excellent.
- 40 to 44 Your image is above average.
- 30 to 39 Your image is average.
- Below 30 Improvement is needed. Evaluate the chart and pay particular attention to any category rated less than three. Make a personal commitment to improvement in those areas.

PLAN OF ACTION

- Did you incorporate at least four personal hygiene habits into your action plan?
Yes or No?

- List other items that you would include in your hygiene pack for use at work.

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ACTIVITY 2 Personal Image Collage

Using photos from magazines, websites, or your personal collection, create a collage of your personal image. If there is not enough room in the space provided, you can create a collage on a separate poster, sheet of paper, or in digital format. Be sure your instructor has access to the final collage.

3 YOUR PROFESSIONAL IMAGE

ESSENTIAL OBJECTIVES

After studying this chapter and completing the Essential Companion components, you will be able to:

- LO① Name four good personal hygiene habits.
- LO② Explain the concept of dressing for success.
- LO③ Practice ergonomically correct movement, postures, and principles.

why study

THE IMPORTANCE OF YOUR PROFESSIONAL IMAGE?

Psychologists tell us that people form an opinion of us in the first few seconds of meeting. It is up to us to make that first impression a positive one. It is also up to us to make that positive impression a lasting one. We can accomplish that by understanding how to enjoy both personal and professional health. This chapter will help you do just that.

Cosmetologists should study and have a thorough understanding of the importance of a professional image because:

- Clients rely on beauty professionals to look good and well groomed. Having a professional beauty image helps to build trust clients and leads to repeat business.
- Finding a salon whose culture complements your image standards and goals is important for career growth and achievements.
- There are consequences not maintaining a professional image, including loss of clients, a poor reputation, and loss of income.
- Understanding ergonomics can help prevent health issues associated with poor working habits and help professionals stay gainfully employed.

1. _____ is the identification of long-term and short-term goals.
2. By nature, the salon is a _____ workplace where you are expected to exercise your artistic talent.
3. The process of _____, fulfilling one's full potential, requires lifelong commitment.
4. One important life skill is that of being genuinely _____ and helpful to other people.
5. A _____ provides a sense of direction by defining guiding principles and clarifying goals.
6. Another necessary life skill is that of making good _____.
7. _____ is based on inner strength and helps you achieve your goals.
8. The more you _____ yourself as a success, the easier it is to turn your goals into realities.
9. Principles or guidelines for helping you achieve success include building on your _____, being kind to yourself, staying true to yourself, practicing new behaviors, and separating your personal life from your work.
10. Successful people make a point of relating to everyone they know with a conscious feeling of _____.
11. _____ keeps you from maintaining peak performance.
12. An unhealthy compulsion to do things perfectly is called _____.
13. Having a _____ is the conscious act of planning your life.
14. A personal mission statement sets forth the _____ you plan to live by and establishes future goals.
15. Goals that take several years to accomplish are called _____ goals.
16. To manage time more effectively, tasks should be _____, which means making a list of tasks that need to be done in the order of most to least important.
17. Learn _____ techniques that will save you time and needless frustration.
18. If you find _____ overwhelming, focus on small tasks.
19. Studying should take place in a _____ where you can work uninterrupted.
20. Studying is best done when you feel _____ and motivated.
21. Retention of important material is best accomplished when you _____ yourself on each section of a chapter.
22. Ethics are the _____ principles of good character, proper conduct, and judgment we live by.
23. Self-care, integrity, _____, and communication are key qualities of ethics.
24. Maintain your _____ by making sure your behavior and actions match your values.
25. Ingredients for a healthy, well-developed attitude include _____, a pleasing tone of voice, emotional stability, sensitivity, high values and goals, receptivity, and communication skills.

ESSENTIAL EXPERIENCE 7

Develop a Positive Personality and Attitude

ACTIVITY Evaluate Your Qualities

Consider the qualities and characteristics you now possess, and list them either as strengths or weaknesses in the space provided. If the characteristic is a strength, state the benefits received from it. If the characteristic is a weakness, identify steps you can take to improve. Refer to the example to get started.

Strength	Benefit	Weakness	Action Plan
Promptness	Maximum use of my time; respect from others	Tardiness	Get up earlier; implement better time-management strategies; be more conscientious and respectful of those who are expecting me to be on time.

Employ Successful Learning Tools

ACTIVITY 1 Learning Tools

To capitalize on the benefits an education can provide, commit yourself to perform the following. Check off the items on the list that you have already achieved:

- Attend all classes.
- Arrive for class early.
- Have all necessary materials ready.
- Listen attentively to your instructor.
- Take notes.
- Highlight important points.
- When something is not clear, ask for clarification. If you are still unsure, ask again for assistance.

ACTIVITY 2 Establishing Good Study Habits

What are three bad study habits that can keep you from maintaining peak performance?

1. _____
2. _____
3. _____

What will you do differently moving forward to improve your study habits?

Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat
10:00 PM							
10:30 PM							
11:00 PM							

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To do: 1. _____
 2. _____
 3. _____

ACTIVITY 2 Action Plan for Time Management

After you have analyzed the time utilization log thoroughly, develop a personal action plan (using the chart below) for better managing your time this week. To help you do that, identify the activities you wish to complete in the next seven days. Then, prioritize those activities as: 1) greatest importance; 2) average importance; and 3) least importance. As you progress through the week, indicate when each of the tasks has been completed.

PRIORITIES FOR THE CURRENT WEEK

Activities to Complete	Priority Rank	Date Completed

Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat
10:00 AM							
10:30 AM							
11:00 AM							
11:30 AM							
12:00 PM							
12:30 PM							
1:00 PM							
1:30 PM							
2:00 PM							
2:30 PM							
3:00 PM							
3:30 PM							

ESSENTIAL EXPERIENCE 3

Set Goals



ACTIVITY Short and Long-Term Goals

Make a chart of your short-term and long-term goals as well as your action plan for achievement of those goals in the space provided. Refer back to the action steps for success that you created in Essential Experience 2 to get you started. In your action plan, include the education you need to attain your goal as well as the target dates for completion. (Make your own chart if more space is needed.)

Short-Term Goals: Less Than 1 Year	Target Completion Day	Actual Date Completed

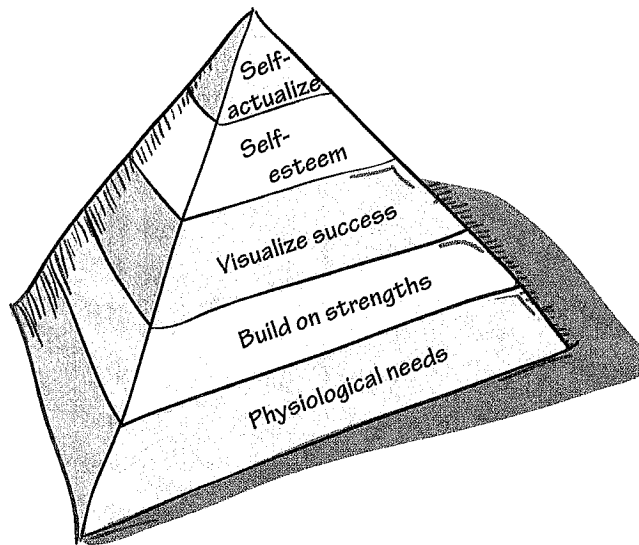
Long-Term Goal: 1 to 10 Years	Target Completion Day	Actual Date Completed

ESSENTIAL EXPERIENCE 2

Interpret the Psychology of Success

ACTIVITY 1 What is Your Definition of Success?

After organizing your thoughts, write down your definition of success.



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ACTIVITY 2 Action Steps for Success

Success requires hard work, time, and effort. List five action steps that you plan to follow in order to build a foundation for success.

1. _____
2. _____
3. _____
4. _____
5. _____

ESSENTIAL OBJECTIVES

After studying this chapter and completing the Essential Companion components, you will be able to:

- LO ❶ List the principles that contribute to personal and professional success.
- LO ❷ Create a mission statement.
- LO ❸ Explain long-term and short-term goals.
- LO ❹ Discuss the most effective ways to manage time.
- LO ❺ Demonstrate good study habits.
- LO ❻ Define *ethics*.
- LO ❼ List the characteristics of a healthy, positive attitude.

why study

LIFE SKILLS?

Why do I need to learn about life skills in order to be a successful cosmetologist?

You may be able to achieve the highest quality technical skills, but if you are unable to manage the big picture of your life in general, those technical skills will yield little or no results. Our goal in this chapter is to provide ideas, tools, and the best practices that you can use to increase your effectiveness, enhance your career, and feel more fulfilled with your life in general.

Cosmetologists should have a thorough understanding of life skills because:

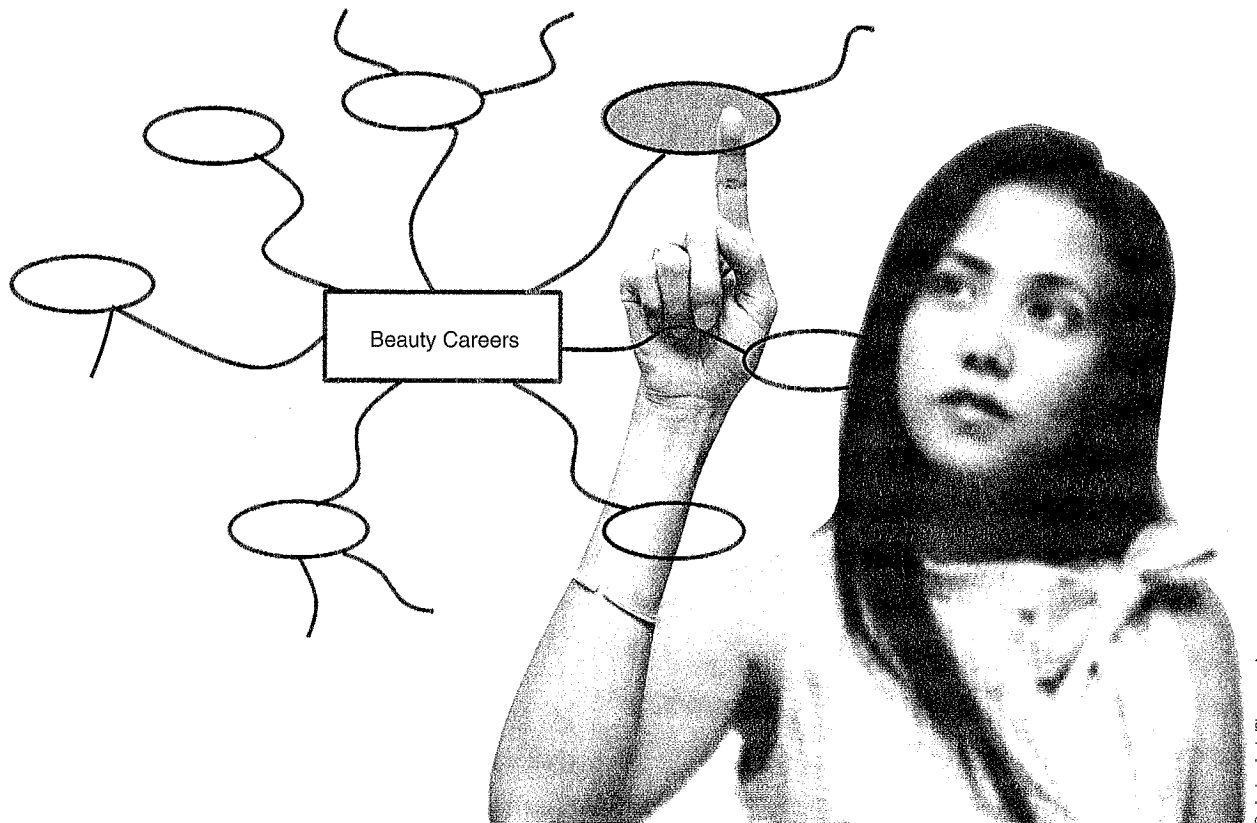
- > Practicing good life skills will lead to a more satisfying and productive beauty career. Beauty professionals work with many different types of clients, and life skills help you keep those interactions positive, in any situation.
- > The ability to deal with difficult circumstances comes from having well developed life skills.
- > Having good life skills builds self-esteem, which helps individuals achieve goals.

ESSENTIAL EXPERIENCE 3

Discover the Career Paths for Cosmetologists

ACTIVITY Mind Mapping Career Opportunities

Mind mapping simply creates a free-flowing outline of material or information with the central or key point being located in the center. (Refer to the Preface for more details on how to create a mind map.) Diagram the different career opportunities awaiting you on your completion of your course of training. Identify the different disciplines and branches of each, including the different positions that may be obtained in that field. Use terms, pictures, and symbols as desired. Using color will increase the mind's retention and memory of the information. Keep your mind open and uncluttered and don't worry about where a line or word should go. The organization of the map will usually take care of itself.



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ACTIVITY 2 Cosmetology History Word Scramble

Using the clues provided, unscramble the terms below.

Scramble	Correct Word
msiekkstoto	_____ <i>Clue:</i> Greek term.
mngipste	_____ <i>Clue:</i> Made from berries.
tsreyolesshl	_____ <i>Clue:</i> Used to make implements.
mllaainwsine	_____ <i>Clue:</i> Used to tie hair back.
feemprsu	_____ <i>Clue:</i> Used in Grecian religious rites.
nniarcba	_____ <i>Clue:</i> Made into red pigment.
laemtoa	_____ <i>Clue:</i> Used to make masks.
zttdrsiiiiaonniul	_____ <i>Clue:</i> Brought new prosperity.
aapetrcllo	_____ <i>Clue:</i> Erected a personal cosmetics factory near the Dead Sea.
selarhcnoserv	_____ <i>Clue:</i> Marketed nail polish.

ESSENTIAL REFLECTIONS

What are the essential concepts about the industry's history?

Nearly every society has found it necessary to confine, cut, or manage the hair in order to keep it out of the way. As we look at history, the desire for personal adornment has varied in form. Hair arrangement has also been used to indicate age or marital status. Adolescence was shown by shaved heads for young Hindu men, while boys in ancient Greece simply cut their hair. Until the twentieth century, generally only the upper classes enjoyed fashionable hairstyles. However, in the first half of the twentieth century, nearly all classes of women followed the trend set by film stars such as Jean Harlow or Marilyn Monroe.

Because of the general increase in wealth, the improvement of mass communication, greater individualism, and overall attitude of informality, men and women of all classes can choose the style and color of hair that suits their interests, their needs, and their best image. This change in perspective has greatly increased the demand for the services of licensed professionals in the cosmetology industry.

Do you already have an idea of the career path you want to take after becoming a licensed cosmetologist? If so, jot it down here and then revisit your idea when you are about to graduate to see how your initial plan may or may not have changed.

You will be asked to rate your performance according to the following scale:

- (1) **Development Opportunity:** There is little or no evidence of competency; assistance is needed; performance includes multiple errors.
- (2) **Fundamental:** There is beginning evidence of competency; task is completed alone; performance includes few errors.
- (3) **Competent:** There is detailed and consistent evidence of competency; task is completed alone; performance includes rare errors.
- (4) **Strength:** There is detailed evidence of highly creative, inventive, mature presence of competency.

Space is provided for comments to assist you in improving your performance and achieving a higher rating.

ESSENTIAL REVIEW

This section contains a quiz, which may include puzzles, fill-in-the-blank questions, multiple choice, or fill-in-the-blank questions, designed to help you measure your understanding of the key concepts presented in the textbook chapter.

ESSENTIAL DISCOVERIES AND ACCOMPLISHMENTS

This section is your personal journal regarding the material studied. We suggest that you jot down notes about the concepts in the chapter that were the hardest to understand or remember. Consider yourself in the role of the “teacher,” and think about what you would tell your “students” to help them *discover* and understand these difficult concepts. Share the Essential Discoveries with other students in your class and determine if what you have discovered is also beneficial to them. As a result of feedback from other students, you may want to revise your journal and include some of the good ideas received from your peers. Under accomplishments, you are asked to list at least three things you have accomplished since their last entry that relate to your career goals.

COMBINED CHAPTERS

Please note that this edition of the Study Guide contains information and activities related to every chapter of *Milady Standard Cosmetology*. For the sake of efficiency and clarity, Chapter 25, Manicuring, and Chapter 26, Pedicuring, have been combined into one chapter in this Study Guide. In addition, the advanced nail chapters (Chapter 27, Nail Tips and Wraps; Chapter 28, Monomer Liquid and Polymer Powder Nail Enhancements; Chapter 29, Light Cured Gels) have also been combined into one chapter.

Milady believes that with the right tools, your commitment to the best education possible, and your passion for an exciting industry, you will experience all the joys and rewards possible in a great career!

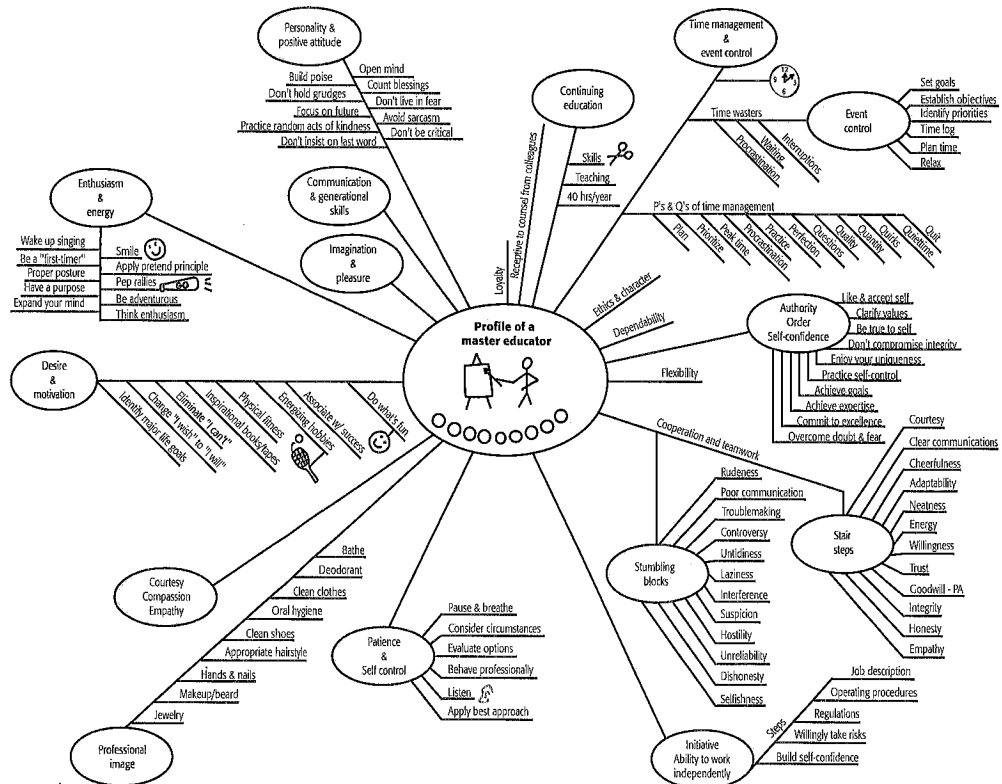
Best wishes for success!

ESSENTIAL EXPERIENCES

This section contains activities, projects, and puzzles that are designed to reinforce the content contained in the textbook chapter and increase learner retention of the material studied. Each **Essential Experience** is designed to help you retain important information on a given subject through fun and interesting activities. The Essential Experience activities correlate to the major topics that you will find in the textbook chapters. The activities include personal research projects, fill-in-the-blank activities, mind mapping, windowpaning, matching exercises, crossword puzzles, word search puzzles, word scramble puzzles, role playing, and so much more.

To help you understand some of the active learning exercises you will use throughout the study guide, a brief explanation is provided here.

Mind mapping is used for developing an innovative and more creative approach to thinking. It simply creates a free-flowing outline of material or information. It is easy to learn, and when the technique is mastered, you will be able to organize an entire project or chapter in a matter of minutes. Mind mapping will allow you to release your creativity and engage both hemispheres of your brain. This technique has proved more effective than the linear form of note taking for most students. When mind mapping, the central or main idea is more clearly defined. The map lays out the relative importance of each idea or element of the subject matter. For example, the more important ideas or material will be nearer the center, and the less important material will be located in the outer parameters. Proximity and connections are used to establish the links between key concepts or ideas. The result is that review and recall will occur more quickly and be more effective. As you develop the art of mind mapping, you will see that each mind map takes on a unique appearance, which even adds to your recall ability of different topics or subjects. An example of how all the qualities, skills, and characteristics of an educator could be placed in a mind map is provided below.



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ESSENTIAL EXPERIENCE ⑥ Specify the Supplies Required for Monomer Liquid and Polymer Powder Nail Enhancements | 536

ESSENTIAL EXPERIENCE ⑦ Properly Structured Nail Enhancements | 537

ESSENTIAL EXPERIENCE ⑧ Light Cured Gels | 538

ESSENTIAL EXPERIENCE ⑨ Supplies Required for Light Cured Gels | 539

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