

## Glossary

- **Accessories** : Are the elements that bring charm, individuality and vitality to a room.
- **Alpana** : It is a kind of floor decoration which is quite popular in Bengal and Asam.
- **A.T.M.** : Automatic Teller Machine.
- **Balance** : Balance is a restful effect created in a design or arrangement.
- **Biological Time** : A pattern of repeated, routine, biological bodily activities.
- **Body Alignment** : Keeping head, shoulders, spine, hips, knees and ankles line up with each other.
- **Budget** : Budget is a plan for future expenditure.
- **CFLs** : Compact Fluorescent Lamps.
- **CGS System** : Fundamental system of measurement of length, mass and time.
- **Clock Time** : The time of the day as shown in clock.
- **Colour Value** : Colour value indicates the lightness or darkness of any colour.
- **Consumer** : A consumer is one who buys or acquires goods or services. It does not include a person who obtains such goods for resale or for any commercial purpose.
- **Decorative Accessories** : The objects that are exclusively used to enhance the beauty of a space are called as decorative accessories.
- **Delegation** : The act of process of entrusting task to another person.
- **Direct income** : Direct income refers to material goods and services available to the family without the use of money.
- **Discretionary Time** : Time spends for own sake and creative activities.
- **Effort** : Effort means earnest and conscientious activities intended to or accomplish something.
- **Emphasis** : In simple words, emphasis is giving importance to some particular element in a design or arrangement.
- **Energy** : Energy is defined as capacity to do the work.
- **Energy Cost** : The energy required to perform any task.
- **Energy Management** : It is the process of monitoring, controlling and conserving energy for doing a particular activity.
- **Fatigue** : Fatigue is tiredness or boredom experienced after performing a particular task.
- **Functional Accessories** : These are the items or objects that are meant for carrying out some function in a room.
- **Goal Setting** : First step of time management.
- **Golden oblong** : It is a standard for good proportion.
- **Harmony** : The art principle which produces an impression of unity in a design or arrangement.
- **Hue** : In simple words hue is the name given to a colour. It also tells the warmth or coolness of a colour.
- **Income** : The flow of money, goods and services received or created and the satisfaction received during a specific time period.
- **Indirect income** : Indirect income refers to the goods and services available to the family only after the use of some means of exchange.
- **Intensity or Chroma** : Intensity refers to the brightness or dullness of a colour. It is the strength or weakness of a colour.
- **Investment** : Saving money for getting more profit.

- **Labels** : Paper, plastic or fabric attached to a product, giving written information about the product.
- **LED** : Light Emitting Diode.
- **Leisure Time** : Free time or non work time.
- **Light** : Light is an art element as well as utilitarian element that makes everything visible.
- **Line** : Line is a basic element of art. It is a chain of dots joined together.
- **Money Income** : The income in specific form of currency of the country.
- **Pattern** : Any enrichment done on a surface of an object is called as pattern.
- **Planning** : Picture of future action and activities.
- **Posture** : The way a person positions his body at work.
- **Prioritizing** : Treat as more important than other task.
- **Proportion** : In simple words it refers to the law of relationships.
- **Psychological Time** : Awareness of passage of time.
- **Rangoli** : It a traditional form of floor decoration in India.
- **Real income** : Flow of commodities and services available for satisfaction of human wants and needs over a given period.
- **Resting/Basal Metabolism** : Energy required for natural body processes such as respiration, circulation, secretion, excretion etc
- **Rest Period** : Time needed for taking rest after completion of activity.
- **Sanskar Bharati Rangoli** : It is an advanced type of rangoli which is modified from traditional symbols and is used merely for the purpose of decoration.
- **Saving** : Keeping aside some money from present consumption for future use.
- **Services** : A system supplying a public need such as transport, communications, or utilities such as water supply, drainage, electricity.
- **Setting Deadlines** : Setting time limits for completion of task.
- **Shape and form** : Shape and form enclose space. Shape is two-dimensional and form is three dimensional.
- **SMART Goals** : Specific, Measurable, Attainable, Relevant and Time bound goals.
- **Space** : Space is defined as emptiness, void or interval between things.
- **Sustainable consumption** : The use of products or services to fulfill basic needs and for better quality life with minimum use of natural resources and toxic materials without harming the environment and society.
- **Texture** : Texture is the surface quality of a material which is understood through the sense of touch or vision.
- **Time** : Continuum in which event succeeds one after another from past through present to future.
- **Time Allocation** : Distribution of time for various activities.
- **Time Management** : A system of controlling and using time as efficient as possible.
- **To Do List** : preparing list of various tasks on the basis of urgency, importance, priority and spending time.
- **U.T.I.** : Unit Trust of India.
- **Work Simplification** : Accomplishing more work in given amount of time and energy by making work easier.
- **Work Time** : Time spent for the performance of work. ◆◆◆