

2. Which of the following is NOT a short-term goal?
- a. Visualizing
 - b. Building self-esteem
 - c. Goal setting
 - d. Mission statement writing
3. Why should one NOT neglect physical activity?
- a. Because physical activity is on your to-do list.
 - b. Because exercise and recreation stimulate clear thinking.
 - c. Because physical activity is a long-term goal.
 - d. Because exercise and recreation are short-term goals.
4. Why is discretion an important part of ethical behavior?
- a. Because you should not be truthful with those with whom you do business.
 - b. Because you should keep certain client information confidential.
 - c. Because it is essential that you always take care of yourself first.
 - d. Because virtually all clients lie to those with whom they do business.
5. Because we know that Sheila has written down the purpose and values by which she wishes her business to work and function, we know that she has done which of the following?
- a. Maintained an ethical business practice
 - b. Created a company mission statement
 - c. Set multiple short-term goals
 - d. Realized self-actualization
6. Kendra has just finished her company's mission statement. Which of the following is now TRUE?
- a. She will be successful in her business.
 - b. She will maintain her self-esteem in her career.
 - c. She has made her company's purpose and values public knowledge.
 - d. She has assured the public that her business will adhere to ethical standards.
7. Ingrid has just met with her employees to discuss her goals of achieving 20 percent more in sales of their hair products over the next month than they achieved the month before. Knowing this, which of the following is most likely TRUE?
- a. Ingrid has let her employees know about a short-term goal.
 - b. Ingrid has let her employees know about a long-term goal.
 - c. Ingrid has shared her mission statement with her employees.
 - d. Ingrid has shown her employees she is a procrastinator.

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The ASCRS Manual of Colon and Rectal Surgery Scott R. Steele, Tracy L. Hull, Neil Hyman, Justin A. Maykel, Thomas E. Read, Charles B. Whitlow, 2019-02-06 Colorectal Surgery has continued to experience tremendous growth in both the community and academic settings over the past few years. The recent increase in demand for colorectal specialists has been fueled by an overwhelming number of applications to fellowship training programs resulting in some of the most coveted and competitive positions. Furthermore, the accumulation of experience, knowledge, and wisdom from pioneers in the field combined with major recent technological advances has transformed the clinical management of diseases of the colon and rectum. Colorectal Surgeons have embraced advances ranging from minimally invasive approaches for complex problems to novel training methods for future generations. Additionally, we have spearheaded innovations in the management of colorectal cancer, pelvic floor disorders, diverticulitis, inflammatory bowel disease, and anorectal conditions. Despite these improvements, there remains a seemingly never-ending mixture of complex patient disease processes and complications resulting from the care of these patients. Even in cases where the technical challenges were managed successfully, complications or poor function may result in dramatic, long-term consequences, reduced quality of life, as well as having economic implications. The American Society of Colon and Rectal Surgeons (ASCRS) is the premiere professional organization of Colon and Rectal Surgeons. Three editions of the ASCRS Textbook of Colon and Rectal Surgery have been published and have proved to be extremely valuable for their wealth of general information and knowledge, providing not only background information but also specifics regarding the more complex situations that surgeons who treat patients with colorectal disease experience on a regular basis. An ASCRS manual was produced in 2009 and 2014, each accompanying their original textbooks. This has been formed by abstracting the textbook into a bullet format; all figures and most tables were retained. The 3rd edition of the Textbook published by Springer included completely new chapters and authors. This 3rd edition of the Manual is indicated to conform to the new edition of the Textbook and incorporate newer information in the field of colon and rectal surgery. This Manual will serve as a very useful resource for physicians and researchers dealing with diseases of the colon and rectum. It will provide a concise yet comprehensive summary of the current status of the field that will help guide education, patient management, and stimulate investigative efforts. All chapters were written and abstracted by experts in their fields and will include the most up-to-date scientific and clinical information.

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