



Activities

WORK AND LIFE SKILLS CHECKLIST



This list will help you identify skills you have acquired in school or outside of school. Skills are things you're good at, are observable and can be repeated. Check those you have and those you feel you need to acquire. Think of examples for each skill you have; you can list them on résumés and discuss them in interviews.

BASIC SKILLS

Have **Need**

- I am a self-starter; I begin new assignments without being told.
- I complete assigned tasks on time and correctly.
- I follow written and verbal instructions carefully.
- I have a process to make good decisions.
- I adapt to change easily and am flexible.
- I like helping and being of service to others.
- I listen attentively to others without interrupting.
- I think of how to improve tasks and am good at problem solving.
- I am organized and know where to find items that I need.
- I am honest.
- I am reliable.
- I show respect for my supervisor at work.
- I show respect for my teachers.
- I show respect for my co-workers.
- I show respect for other students.
- I use proper spelling and grammar when writing.
- I am proud of the work that I turn in.
- I can speak confidently before groups.
- I can communicate my ideas clearly and use correct grammar.
- I have good keyboarding skills.
- I know business software programs, including word processing.
- I have good math skills.
- I am good at sharing credit for projects and working in teams.
- I have a good attendance record.
- I am consistently on time for work and class.

LIFE SKILLS

- I budget my money wisely.
- I operate machinery safely.
- I know how to do my laundry.
- I can follow written directions.
- I can coordinate clothes, shoes and accessories.
- I know how to plan meals and shop for food.
- I know first aid basics.
- I know the dangers of substance abuse.
- I take care of my health by being physically active.
- I can organize time, tools and equipment for projects or repairs.
- I have good people skills.
- I can read and follow a road map.



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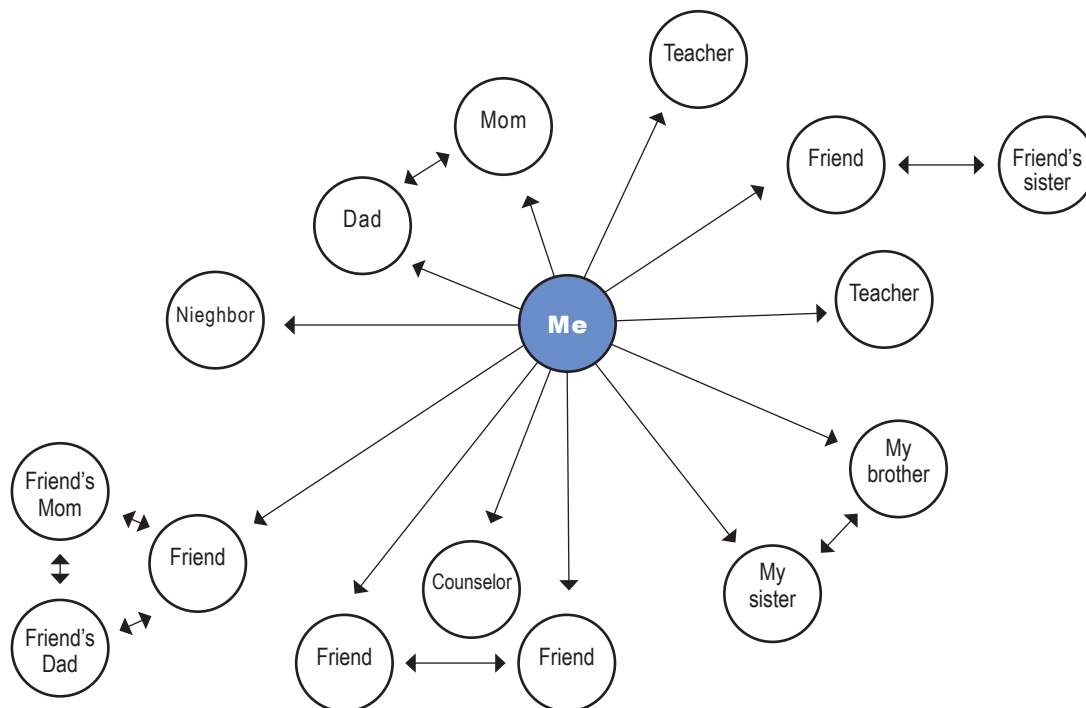
BUILDING MY SOCIAL NETWORK

- 1 What do you think of when you hear the word *networking*? Do you think it's a fancy name for a job interview? Or something to do with competitiveness or using people? Actually, it's none of those things.

Networking is really all about reciprocity. Think of it as a two-way street, where members of a network share information about jobs, professions, people or organizations that are of a common interest to them. It is also a way to build professional contacts that can be valuable for years to come.

Are there people in your social network who know about the kind of job you want to get? You might not know the right person now, but it's possible someone in your social network does. Map your own social network to see how you can put your connections to good use.

First, look at this sample network:



- 2 Now, create your own network map. Start with yourself in the center, and then build outward. You can continue to add on to your network map as you create new contacts. And remember the reciprocity aspect of networking. If you identify a resource that one of your contacts might find useful, pass that information along.