



LIFE SKILLS

Basic life skills are essential to becoming self-sufficient and navigating through life successfully.



Here are some important skills to work on before graduating from high school:

Basic Cooking & Food Management

Create a list of the essentials and go grocery shopping based on a fixed budget



Learn how to read food labels for nutrition and ingredient information



Know how to use kitchen appliances such as a microwave, stove, toaster, etc.



Learn how to make healthy, affordable meals and store leftovers in the fridge



Learn how to use utensils and cutlery

Personal Grooming

Brush teeth and floss at least twice a day



Shower/bathe at least once a day



Wash hair at least every 2 days (depending on hair type)



Maintain healthy hair by getting a trim



Clip and groom nails at least once a week



Use hygiene products such as deodorant and feminine products



Wear clean clothes and change undergarments daily

Housing & Cleaning

Learn how to fix household issues such as fixing a broken circuit or basic plumbing problems



Learn how to connect your utilities such as water, light, gas



Know the basic maintenance of a house such as vacuuming and dusting



Learn how to rent an apartment or house

Health

Eat a healthy diet and drink water daily



Exercise to keep body strong



Get enough sleep to help the body recharge



Practice good hygiene



Tend to your mental and emotional needs



Learn first aid to care for yourself and others



Maintain a positive support system



Unplug from electronics and take time to relax

Car Care & Transportation

Learn how to ride the MARTA train and bus



Know your address and how to navigate through the city you live in



Familiarize yourself with other forms of transportation such as Uber and Lyft



Obtain your driver's license



Learn how to maintain your car



Learn about car insurance and the requirements

[How to cook Basic Cooking Terms & Skills](#)

[How to Be Well Groomed](#)
Tips for boys and girls

[How to Deep Clean a Home](#)

[How to Take Care of Yourself](#)

[Safe Driving Tips for Teens](#)



LIFE SKILLS



Workforce Readiness

Positive Communication

Time Management

Banking & Money Management

Soft Skills

- Research the company and apply for the job
- ★
- Create a [resume](#) and cover letter; ask Big to review it
- ★
- Learn the application process for that job
- ★
- Secure at least three references
- ★
- Apply for the job and follow up
- ★
- Dress professionally for the job interview
- ★
- Be on time and show proper etiquette and enthusiasm
- ★
- Take notes and send a thank you note after the interview

- Choose the right time and talk in person
- ★
- Be clear, direct and stay on topic
- ★
- Use "I" statements when addressing an issue or concern
- ★
- Actively listen to the other person and maintain eye contact
- ★
- Ask questions for clarity
- ★
- Remain calm and respectful at all times and build trust
- ★
- Apologize when you make a mistake
- ★
- Thank the person for taking the time to listen

- Buy a planner or purchase a planning application to manage your schedule
- ★
- Write down your schedule and plan out your daily activities
- ★
- Learn how to balance your life by prioritizing activities, based on your values and commitments
- ★
- Stick to your daily schedule and minimize distractions
- ★
- Schedule breaks and maintain a consistent sleep schedule
- ★
- Focus on one task at a time

- Know how to [open](#) a checking and savings account
- ★
- Know how to deposit [cash](#) and [checks](#), use an [ATM](#) card, [write](#) a check and [balance](#) a checkbook
- ★
- Create a [budget](#) and [save](#) money for your future and unexpected life situations
- ★
- Learn how to [apply](#) for a credit card and [pay](#) your bill on time
- ★
- Learn what a credit [report](#) is and review it at least once a year for accuracy
- ★
- Learn how to [shop](#) smart

- Courtesy
- ★
- Integrity
- ★
- Responsibility
- ★
- Professionalism
- ★
- Flexibility
- ★
- Teamwork
- ★
- Conflict Resolution

[How to Apply for a Job](#)

[How to Communicate Effectively](#)

[How to Effectively Manage Time](#)

[Money Management Tips](#)

[Soft Skills: Preparing Kids for Life After School](#)