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:

<table>
<thead>
<tr>
<th>Basic Cooking &amp; Food Management</th>
<th>Personal Grooming</th>
<th>Health</th>
<th>Housing &amp; Cleaning</th>
<th>Car Care &amp; Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a list of the essentials and go grocery shopping based on a fixed budget</td>
<td>Brush teeth and floss at least twice a day</td>
<td>Eat a healthy diet and drink plenty of water daily</td>
<td>Learn how to rent an apartment or house</td>
<td>Learn how to ride the MARTA train and bus</td>
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<tr>
<td>Learn and know how to read food labels for nutrition and ingredient information</td>
<td>Shower/bathe at least once a day</td>
<td>Exercise to keep body strong</td>
<td>Know how to connect your utilities such as water, light, gas</td>
<td>Familiarize yourself with other forms of transportation such as Uber and Lyft</td>
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<tr>
<td>Know how to use kitchen appliances such as a microwave, stove, toaster, dishwasher, etc.</td>
<td>Wash your hair at least every 2 days (once a week for ethnic hair) and brush hair on a daily basis</td>
<td>Rest when feeling tired and get enough sleep to help body recharge</td>
<td>Know your address and how to navigate through the city or town you live in</td>
<td>Know the basic maintenance of a house such as vacuuming and dusting</td>
</tr>
<tr>
<td>Learn how to make healthy, affordable meals and how to store leftovers in the fridge</td>
<td>Maintain healthy hair growth by getting a haircut</td>
<td>Practice good hygiene</td>
<td>Obtain your driver’s license</td>
<td>Learn how to maintain your car</td>
</tr>
<tr>
<td>Learn how to use utensils and cutlery</td>
<td>Clip and groom nails at least once a week</td>
<td>Tend to your mental and emotional needs</td>
<td>Learn about car insurance and its requirements</td>
<td></td>
</tr>
<tr>
<td>Learn how to deep clean a home</td>
<td>Use hygiene products such as deodorant and feminine products</td>
<td>Learn first aid to care for yourself and others</td>
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<tr>
<td>Wear clean clothes and change undergarments daily</td>
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</tbody>
</table>

How to cook
Basic Cooking Terms & Skills

How to Be Well Groomed
Grooming Tips for boys and girls

How to Take Care of Yourself

How to Deep Clean a Home

Safe Driving Tips for Teens
# Life Skills

## Workforce Readiness
- Decide what type of job you want and research the company before applying
- Create a **resume** and cover letter; ask others to review it
- Learn what the application process is for that job
- Secure at least three references
- Apply for the job and followup after application
- Dress professionally for the job interview
- Be on time and show proper etiquette, enthusiasm and interest
- Take notes and follow up with a thank you note after the interview

## Positive Communication
- 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
- Be able to apologize when you make a mistake
- Thank the person for taking the time to listen

## Time Management
- 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
- Focus on one task at a time
- Schedule breaks and maintain a consistent sleep schedule

## Banking & Money Management
- Know how to open a checking and savings account
- Know how to deposit cash/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
- Know how to apply for a credit card to build credit and understand responsibility of repayment
- Learn what a **credit report** is and review it at least once a year for accuracy
- Learn how to shop **smart**

## Soft Skills
- **Courtesy**
- **Integrity**
- **Responsibility**
- **Professionalism**
- **Flexibility**
- **Teamwork**

## Additional Resources
- How to Apply for a Job
- How to Communicate Effectively
- Money Management Tips
- Soft Skills: Preparing Kids for Life After School