

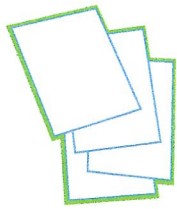
# Organization

## Why is it important to be organized?

When you're organized, you know what you need to do, and you have the things you need to do it. You're more on top of things, you have less stress, and your day runs more smoothly.

Being organized not only makes you a better student, but will also help you succeed in your career and in life.

Circle the areas below that you think could be more organized.



your papers



your time



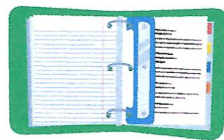
your computer files



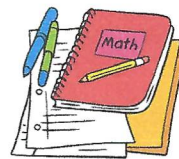
your backpack



your locker



your class notes



your stuff

|   |                           |
|---|---------------------------|
|   | Wed                       |
| A | 1. Study for French test  |
|   | 2. Do math assignment     |
|   | 3. Get TJ's birthday gift |
| B | 1. Do outline for paper   |
|   | 2. Call Jenny             |
| C | 1. Do laundry             |
|   | 2. Work on lab report     |
|   | 3. Get haircut            |

your life

What is one way you can improve the organization of each area you chose? \_\_\_\_\_

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# Organizing Your Week

To keep on top of the things you need to do (appointments, practices, social events, etc.), use a calendar that shows the week or month at a glance. Every Sunday night look over the upcoming week to get an overview of what you have going on, and to remind yourself of what you need to do that week.

Use the blocks below to write in the things you need to do this week.

**Week of:**

|               |                 |                  |                  |
|---------------|-----------------|------------------|------------------|
| <b>Monday</b> | <b>Tuesday</b>  | <b>Wednesday</b> | <b>Thursday</b>  |
| <b>Friday</b> | <b>Saturday</b> | <b>Sunday</b>    | <b>Next Week</b> |

# Your Values

Your values are what's important to you. They are the things that make a career or job meaningful and worthwhile to you.

Go through the list below and rate how important each one is to you in a career.

|                                        | Very<br>Important        | Somewhat<br>Important    | Not<br>Important         |
|----------------------------------------|--------------------------|--------------------------|--------------------------|
| 1. Make good money                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have ideal work hours               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Work inside                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have work that's creative           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Work independently                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have job security                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have exciting work                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Be in charge                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Work with others                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Work outdoors                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Make a difference                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Have opportunities for advancement | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Which of the above values are most important to you? Why?

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Name \_\_\_\_\_

## Your Career Preferences

*The world of work is diverse, and your unique mix of interests, abilities, and values can lead you to a variety of worthwhile careers.*

Answer the questions below about your career preferences. There are no right or wrong answers, and more than one answer may describe you.

**What is your preferred work environment?**

- a. fast-paced, high-energy workplace
- b. calm and quiet, with a focus on individual behind-the-scenes work
- c. dynamic and collaborative, with lots of teamwork
- d. outdoor and active, always on the move

**What do you value most in a job?**

- a. high earning potential
- b. making a positive difference in the world
- c. having creative freedom and flexibility
- d. security and stability

**Which skill set do you consider your strongest?**

- a. analytical and problem-solving skills
- b. interpersonal and communication skills
- c. creativity and artistic abilities
- d. practical skills like repairing or building

**Which subjects do you enjoy most in school?**

- a. math and science
- b. social sciences and humanities
- c. art and music
- d. physical education

**What kind of feedback do you prefer?**

- a. data-driven feedback based on numbers and facts
- b. personal feedback based on emotional intelligence
- c. artistic feedback based on aesthetics and creativity
- d. practical feedback based on functionality and efficiency

**Which of the following group roles do you usually take on?**

- a. The Organizer—you prefer to plan and manage the tasks
- c. The Mediator—you work to ensure harmony and cooperation
- c. The Innovator—you like coming up with new ideas and perspectives
- d. The Doer—you prefer getting tasks done and seeing tangible results

**What motivates you the most?**

- a. meeting targets and achieving goals
- b. building relationships and helping others

Based on your answers, can you think of a specific career, career field, or career cluster that might be a good fit for you?

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# ACTIVITIES AND RESPONSIBILITIES

When you're thinking about a career, it's important that you consider your interests. You want to have a career with activities and responsibilities you enjoy.

Circle the activity in each of the following 10 groups that's most appealing to you.

| A                      | B                       | C                        |
|------------------------|-------------------------|--------------------------|
| 1. listen to people    | repair cars             | develop work schedules   |
| 2. give advice         | cook meals              | organize files           |
| 3. take care of people | build cabinets          | write reports            |
| 4. coach kids          | grow plants             | design a building        |
| 5. guide tours         | drive and deliver       | plan events              |
| 6. interview people    | work in a factory       | create a budget          |
| 7. assist customers    | assemble electronics    | develop a website        |
| 8. manage people       | inspect product quality | enter data in a computer |
| 9. sell products       | make art                | write articles           |
| 10. speak in public    | operate machinery       | conduct research         |

Review your answers. Did you circle mostly As, Bs, or Cs? \_\_\_\_\_

Tasks in the A column are about working with **People**. They represent jobs in which you spend most of your time talking to, teaching, or caring for others.



Can you think of a job in this category? \_\_\_\_\_

Tasks in the B column are about working with **Things**. They represent jobs where you mostly work with your hands building, repairing, or creating.



Can you think of a job in this category? \_\_\_\_\_

Tasks in the C column are about working with **Information**. They represent jobs in which you spend most of your time doing "desk-type" activities dealing with information, data, words, or numbers in some way.



Can you think of a job in this category? \_\_\_\_\_

# Careers by Subject Area

Think about the responses you've made regarding your interests, abilities, and values, and consider which of the following careers might be a good match for you. Circle any career you'd like to learn more about.

## English

Actor/actress  
Administrative asst.  
Broadcaster  
Court Reporter  
Editor  
Journalist  
Lawyer  
Librarian  
Minister/priest/rabbi  
Paralegal  
Public Relations Specialist  
Reporter  
Salesperson  
Speech pathologist  
Teacher/professor  
Writer/author

## The Arts

Actor/actress  
Architect  
Artist  
Art therapist  
Commercial artist  
Composer  
Dancer/choreographer  
Fashion designer  
Floral designer  
Graphic artist  
Illustrator  
Interior designer  
Landscape architect  
Musician  
Photographer  
Sound engineer  
Teacher/professor  
Web developer

## Foreign Language

Flight attendant  
Interpreter  
Nurse  
Peace Corps worker  
Social worker  
Teacher/professor  
Tour guide  
Translator  
Travel agent

## Math

Accountant  
Bank teller/manager  
Carpenter  
Computer programmer  
Electrician  
Engineer  
Financial planner  
Insurance agent  
Loan officer  
Real estate appraiser  
Statistician  
Stockbroker  
Surveyor  
Systems analyst  
Teacher/professor  
Tool and die maker  
Web developer

## Science

Athletic trainer  
Biologist  
Botanist  
Chemist  
Chiropractor  
Dental hygienist

## Science (cont.)

Dentist  
Engineer  
Environmentalist  
Forester  
Geologist  
Medical technician  
Meteorologist  
Nurse  
Optometrist  
Paramedic/EMT  
Pharmacist  
Physical therapist  
Physician  
Physicist  
Teacher/professor  
Veterinarian  
Zoologist

## Social Studies

Archaeologist  
Corrections officer  
Criminologist  
Economist  
Geographer  
Lawyer  
Lobbyist  
Minister/priest/rabbi  
Newscaster  
Paralegal  
Police officer  
Politician  
Psychologist  
Social worker  
Sociologist  
Teacher/professor  
Urban planner

# THINK ABOUT A MAJOR



## Four-Year College Majors

Students who go to a 4-year college must choose one subject to study in depth. This is their major. Since you will take almost half of your courses in your major, it's very important to choose a major you're going to enjoy and do well in.

Most colleges have a broad range of majors from which students can choose. Some of the most popular majors are listed below. If you're thinking of attending a four-year college, circle any of the majors you might want to consider.

|                      |                        |                                |                        |                     |
|----------------------|------------------------|--------------------------------|------------------------|---------------------|
| Accounting           | Criminal justice       | Geology                        | Mathematics            | Public health       |
| Architecture         | Dance                  | German                         | Mechanical engineering | Public relations    |
| Art                  | Economics              | History                        | Music education        | Religion            |
| Biology              | Electrical engineering | Information sciences           | Music performance      | Secondary education |
| Botany               | Elementary education   | International relations        | Nursing                | Sociology           |
| Business             | English                | Journalism                     | Physical education     | Spanish             |
| Chemistry            | Environmental studies  | Management                     | Physics                | Special education   |
| Civil engineering    | Finance                | Management information systems | Political science      | Speech pathology    |
| Communications       | French                 | Marketing                      | Pre-law                | Sports management   |
| Computer engineering | Geography              |                                | Pre-med                | Theatre             |
| Computer science     |                        |                                | Psychology             | Wildlife management |
|                      |                        |                                |                        | Zoology             |



## Two-Year College Programs

Community colleges provide affordable, career-oriented programs that enable students to begin their careers after two years of college or less.

Some of the most popular two-year college programs are listed below. If you're thinking of attending a two-year college, circle any of the programs you might want to consider.

|                              |                              |                                |
|------------------------------|------------------------------|--------------------------------|
| Accounting                   | Engineering technology       | Occupational therapy assistant |
| Architectural technology     | Exercise science             | Office information systems     |
| Art                          | Fashion design               | Paramedic                      |
| Aviation technology          | Fire science technology      | Physical therapy assistant     |
| Automotive technology        | Food service management      | Radiologic technology          |
| Business administration      | Hospitality management       | Respiratory therapy            |
| Business management          | Interior design              | Social work                    |
| Computer information systems | Law enforcement              | Surgical technology            |
| Court reporting              | Medical assistant technology | Theatre                        |
| Dental hygiene               | Nursing                      | Veterinary technology          |
| Early childhood education    | Paralegal                    | Web design                     |

# Career Clusters - Narrowing Your Focus

There are numerous career clusters and education options to consider. To help you narrow your focus, answer the following questions. (To review, scan the QR codes below.)

Which career cluster are you MOST interested in? \_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Choose a career in the cluster that most interests you and do a little research. Go to [www.bls.gov/ooh](http://www.bls.gov/ooh) and find the answers to the following questions.

Career to research: \_\_\_\_\_

What does someone in this career do? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What education/training is needed? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What is the average pay? \_\_\_\_\_

What is the job outlook? \_\_\_\_\_

What about this career appeals to you? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What are three things you can do now to help you prepare for your future career?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To review the 16 career clusters,  
watch this short video.



To review the different education  
options, watch this short video.



# Top 10 Ways to Improve Your Grades

To help you zero in on how you can improve your grades, go through the list below and put a check mark by the things you should do.

☐

## 1 Be more engaged in your classes.

Being engaged in your classes pays off in lots of ways. When you ask and answer questions and participate in discussions, you learn more (which means you have less to learn on your own), your teachers see that you're trying, and the time goes a lot faster.

☐

## 2 Improve your attendance.

Attendance is the number one success factor. You can't succeed in your classes and get good grades if you're often a "no-show."

☐

## 3 Complete homework assignments.

When you do your homework, you get more out of your classes, do better on tests, and get higher grades.

☐

## 4 Have a more positive attitude.

Having a positive, can-do attitude can make all the difference. Use positive self-talk and believe in your ability to succeed.

☐

## 5 Take better notes.

Since most test items come from material that's been presented in class, it's important to have good class notes to study from. Take organized notes, and underline or highlight the most important information.

☐

**6** *Study more for tests.*

To do well on tests, start studying early, have good notes to study from, and ask questions if there's something you don't understand.

☐

**7** *Be more organized.*

Being organized saves you time and makes you feel like you're more on top of things. Keep your backpack, locker, and study area neat, clean, and organized.

☐

**8** *Manage your time better.*

Look for chunks of time that are wasted, use any extra time during the day to start on your homework, and limit time wasters (e.g., social media, video games).

☐

**9** *Make your education a priority.*

A good education will provide you with many more opportunities in life. Don't let anything get in the way of your schoolwork.

☐

**10** *Ask for help.*

If you're having a problem in a particular class, talk to the teacher. If you're having problems in several classes, or if there's a problem that's making it difficult for you to succeed, see your counselor/advisor.

**Choose one of the above items to work on. Which did you choose? What will you do differently?**

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# Research a Career

Researching a career means that you learn everything you can about that career.

Go to [bls.gov/ooh](https://bls.gov/ooh) (the online edition of the *Occupational Outlook Handbook*), locate the career you've chosen to research, and find the answers to the following questions.

**1. Tasks and Responsibilities** – What does someone with this career actually do?

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**2. Education / Training** – What kind of education/training does this career require?

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**3. Pay** – What is the average starting pay? \_\_\_\_\_

**4. Job Outlook** – Is this a growing career? \_\_\_\_\_

**Do you think this career might be a good fit for you? Why or why not?**

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*Continue to explore your career choices, and remember that choosing a career is a process. Keep an open mind and continue to learn as much as you can about yourself and the careers you're considering.*

# Career/Trade School

Career and trade schools offer short-term training in a variety of career fields.

**What do you think? True or False?**

- |                                                                                  |                            |                            |
|----------------------------------------------------------------------------------|----------------------------|----------------------------|
| 1. Career and trade schools all cost about the same.                             | T <input type="checkbox"/> | F <input type="checkbox"/> |
| 2. Career and trade school programs are all two-year programs.                   | T <input type="checkbox"/> | F <input type="checkbox"/> |
| 3. All career and trade schools provide their students with a quality education. | T <input type="checkbox"/> | F <input type="checkbox"/> |

## Popular careers you can prepare for

|                   |                   |                     |
|-------------------|-------------------|---------------------|
| Auto mechanic     | Cosmetologist     | Legal assistant     |
| Bookkeeper        | Dental assistant  | Massage therapist   |
| Broadcaster       | Electrician       | Nurse aide          |
| Carpenter         | Graphic artist    | Pharmacy technician |
| Child care worker | Interior designer | Truck driver        |

## Important to know

- ▶ All high school graduates are accepted.
- ▶ Some programs take one or two years to complete; others can be completed in a matter of weeks.
- ▶ Career and trade schools are privately owned and in business to make a profit. Their costs vary greatly, and they can be expensive.
- ▶ Thoroughly check out any career/trade school you're considering. Some of them are not reputable. Consider all of your options.
- ▶ Visit [nces.ed.gov/collegenavigator](https://nces.ed.gov/collegenavigator) to find the career/trade schools in your area.

# Two-Year College

Two-year community colleges provide affordable, career-oriented one- and two-year programs.

## What do you think? True or False?

1. To be accepted at a community college, you must take certain college prep courses in high school. T ☐ F ☐
2. One year at a community college and one year at a four-year college generally cost about the same. T ☐ F ☐
3. You can start at a community college and transfer after a year or two to a four-year college. T ☐ F ☐

## Popular career fields you can prepare for

|                           |                     |                            |
|---------------------------|---------------------|----------------------------|
| Accounting                | Fire science        | Paralegal                  |
| Automotive technology     | Information systems | Paramedic                  |
| Business management       | Interior design     | Physical therapy assistant |
| Dental hygiene            | Law enforcement     | Veterinary technology      |
| Early childhood education | Nursing             | Web design                 |

## Important to know

- ▶ All high school graduates are welcome.
- ▶ Going to a two-year community college can be an excellent choice for students who have specific career goals.
- ▶ Attending a two-year community college for a year generally costs less than half of what it costs to attend a four-year college for a year.
- ▶ To save money, many students take their general education courses at a two-year college and then transfer to a four-year college.
- ▶ For more information, go to [bigfuture.collegeboard.org](http://bigfuture.collegeboard.org).

# Four-Year College

A four-year college education (bachelor's degree) can prepare you for a wide range of careers.

## What do you think? True or False?

1. You need to have at least a B average in high school to go to a four-year college. T ☐ F ☐
2. College students spend less time in class than high school students. T ☐ F ☐
3. If you pay your bills, you can continue at a four-year college as long as you like, regardless of your grades. T ☐ F ☐

## Popular career fields you can prepare for

|                  |                      |                   |
|------------------|----------------------|-------------------|
| Accounting       | Education            | Marketing         |
| Biology          | Engineering          | Nursing           |
| Business         | English              | Political science |
| Communications   | Information sciences | Psychology        |
| Computer science | Journalism           | Zoology           |

## Important to know

- ▶ Four-year colleges vary greatly in their admission requirements, size, costs, and in the majors they offer.
- ▶ Four-year college students take about half of their courses in their major (the subject they have chosen to study in depth).
- ▶ To provide students with a well-rounded education, all students are required to take general education courses (English, math, science).
- ▶ Students who want to attend a four-year college should take college prep courses in high school and work hard to get good grades.
- ▶ For more information, go to [bigfuture.collegeboard.org](http://bigfuture.collegeboard.org).

# The Military

The U.S. military offers enlistees free job training in over 2,000 job specialties.

## What do you think? True or False?

1. If you enlist in the military, you are obligated for 10 years of active duty service. T ☐ F ☐
2. As a first-year enlistee, you must pay for your own medical care and housing. T ☐ F ☐
3. The U.S. military is the nation's largest employer. T ☐ F ☐

## Popular careers you can prepare for

|                           |                   |                        |
|---------------------------|-------------------|------------------------|
| Accountant                | Dental assistant  | Public affairs officer |
| Aircraft mechanic         | Firefighter       | Radar operator         |
| Computer programmer       | Machinist         | Security officer       |
| Computer repairer         | Medical assistant | Welder                 |
| Cyber security specialist | Office manager    | X-ray technician       |

## Important to know

- ▶ Enlistees generally obligate themselves to four years of active duty.
- ▶ After 8-12 weeks of basic training, enlistees typically go to Advance Individual Training where they receive training for a specific job.
- ▶ The career, training, and educational opportunities are different for each branch of the military, so it's important to talk to recruiters representing two or more branches of the military.
- ▶ To enlist in any branch of the military, one must earn a minimum score on the ASVAB (a 3-hour test that identifies abilities).
- ▶ For more information, go to [todaysmilitary.com](http://todaysmilitary.com).