

Name _____

Building Problem-Solving Skills

How you tackle life's difficulties says a lot about the kind of person you are, and having good problem-solving skills makes life—and work—a lot easier. Here are some of the keys to problem-solving.

Define the outcome you want. Visualize an outcome that's realistic and acceptable to you. Then come up with steps that will help you achieve that outcome.

Be positive. Don't let obstacles deter you. Have a can-do attitude and focus on what you can do right now to achieve the outcome you want.

Get creative. There may be several ways to solve a problem. Think outside the box.

Try it!

Think of a problem that you're having in your life right now. It might be a problem at school, at a job, or in your personal life. Then go through the steps below to help you solve it.

Define the problem. What is the problem you're having?

Define the outcome you want. What resolution would you like to see?

Gather information. Who/what is involved? What information do you need? Is there anything you're overlooking?

Generate solutions. Brainstorm a few different ways to tackle this problem. Be creative.

Get support. Who can help you solve this problem?

Name _____

Building Leadership Skills

Leadership is not telling people what to do. Leadership is guiding and motivating others to effectively meet the goals of a team, group, club, or company. Being a leader is about being your best you, so that you can motivate and inspire others. So what does it take to be a leader?

Treat others with respect. Leaders should never talk down to or bully others. When you treat people with respect, they will listen to you and want to work with you.

Be positive. A positive attitude inspires, motivates, and empowers others.

Listen. Communication is a crucial part of good leadership. If others feel heard, they are more likely to be engaged and to want to participate.

Build your leadership skills

Being active and involved in your school/college and outside activities is one of the best ways to build leadership skills.

What are some clubs and organizations you can become involved in? _____

What are some volunteer opportunities that are appealing to you? _____

What are some events at your school that you would like to help plan? _____

How can you improve your class participation? _____

Think about it

Think of a leader you admire. What about this person made or makes them a great leader? How can you work on developing those traits in yourself?

Name _____

Identify Your Interests

When you're thinking about a college major and a career, it's important that you consider your interests. This will help ensure that what you study in college—and what you later do for a job—will be something that you enjoy.

Choose one activity in each of the 10 groups below and then answer the questions that follow.

A	B	C
1. listen to people	repair cars	develop 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 goods	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? _____ The category where you circled the most answers is where your interests may lie. This information can help you narrow down a major and career field.

Tasks in the **A** column involve 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 major in this category? _____

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

Can you think of a major in this category? _____

Tasks in the **C** column involve working with **information**. In these jobs, you spend most of your time on a computer dealing with information, data, words, and/or numbers.

Can you think of a major 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

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 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.



VIDEO

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



VIDEO