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 and know how to read food labels for nutrition and ingredient information
- Know how to use kitchen appliances such as a microwave, stove, toaster, dishwasher, etc.
- Learn how to make healthy, affordable meals and how to 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 your hair at least every 2 days (once a week for ethnic hair) and brush hair on a daily basis
- Maintain healthy hair growth by getting a haircut
- 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

### Health
- Eat a healthy diet and drink plenty of water daily
- Exercise to keep body strong
- Rest when feeling tired and get enough sleep to help 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

### Housing & Cleaning
- Learn how to rent an apartment or house
- 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 fix household issues such as fixing a broken circuit or basic plumbing problems
- Learn about car insurance and its requirements

### Car Care & Transportation
- Learn how to ride the MARTA train and bus
- Familiarize yourself with other forms of transportation such as Uber and Lyft
- Know your address and how to navigate through the city or town you live in
- Obtain your driver's license
- Learn how to maintain your car

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**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**
**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
- Secure at least three references
- Apply for the job and follow up 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
- Conflict Resolution

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**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