



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:

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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



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

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



Learn about car insurance and its requirements



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

[How to Apply for a Job](#)

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

[How to Communicate Effectively.](#)

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

[How to Effectively Manage Time](#)

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](#)

[How to Apply for a Job](#)

[Money Management Tips](#)

Soft Skills



Courtesy



Integrity



Responsibility



Professionalism



Flexibility



Teamwork



Conflict Resolution

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