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 how to read food labels for nutrition and ingredient information
- Know how to use kitchen appliances such as a microwave, stove, toaster, etc.
- Learn how to make healthy, affordable meals and 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 hair at least every 2 days (depending on hair type)
- Maintain healthy hair by getting a trim
- 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

**Housing & Cleaning**
- Learn how to fix household issues such as fixing a broken circuit or basic plumbing problems
- 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 rent an apartment or house

**Health**
- Eat a healthy diet and drink water daily
- Exercise to keep body strong
- Get enough sleep to help the 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

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

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**How to Be Well Groomed**
**Tips for boys and girls**

**How to Deep Clean a Home**

**How to Take Care of Yourself**

**Safe Driving Tips for Teens**

*Created by Susan Stubbs, BFC*
**Workforce Readiness**
- Research the company and apply for the job
- Create a resume and cover letter; ask Big to review it
- Learn the application process for that job
- Secure at least three references
- Apply for the job and follow up
- Dress professionally for the job interview
- Be on time and show proper etiquette and enthusiasm
- Take notes and send 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
- 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
- Schedule breaks and maintain a consistent sleep schedule
- Focus on one task at a time

**Banking & Money Management**
- Know how to open a checking and savings account
- Know how to deposit cash and 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
- Learn how to apply for a credit card and pay your bill on time
- 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

**How to Communicate Effectively**
- Use "I" statements when addressing an issue or concern
- Be clear, direct and stay on topic
- Actively listen to the other person and maintain eye contact

**How to Effectively Manage Time**
- 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
- Schedule breaks and maintain a consistent sleep schedule
- Focus on one task at a time

**Money Management Tips**
- Create a budget and save money for your future and unexpected life situations
- Learn how to shop smart
- Learn what a credit report is and review it at least once a year for accuracy

**Soft Skills: Preparing Kids for Life After School**