

CONSTRUCTION

Banzai!

College and Careers

Life Skills Workbook

2026–2027

LAW 101

405

RESUME



What's Next for Me?

Before you make college or career decisions, it's important to reflect on your goals, values, and interests. By doing so, you're setting yourself up for the future you want.

What are your strengths and interests?

List 3 things you're good at or enjoy.

1. Academic Skill: _____

Ex: Essay writing, problem solving, test taking, etc.

2. Interpersonal Skill: _____

Ex: Teamwork, public speaking, collaboration, etc.

3. Personal Interest: _____

Ex: Digital media, theater & performance, tech and/or gaming, etc.

What do you want your future to look like?

4. Describe the kind of life you want in 10 years. Think about where you want to live, how you want to spend your time, and what success looks like to you.

Next Year...

5. What do you want to do right after high school? (It's possible that more than one of these will apply, but choose a path that feels like your highest priority or what you want to do first.)

☐ Go to college

☐ Go to a trade or technical school

☐ Start working full time

☐ Join the military

☐ Take a gap year or travel

☐ Start a business

☐ Add your own: _____

6. What interests you most about this path?



7. How does this path fit with your strengths or interests?

Imagine you’ve started down this path. Write a short description of what your life looks like in the first year by answering the following questions:

8. Where will you live?

9. What does a typical day look like?

10. What is exciting and interesting?

11. What hardships or challenges are there?

12. If your plan changes, what’s another path you’ll consider? Why?

Next Steps

No matter which path you choose, every future needs a few first steps. List 3 things you could do this year to move toward your goal:

13. _____

14. _____

15. _____

Practicing Soft Skills

What Are Soft Skills?

Study the terms below. Consider how they relate to one another and how they differ.

Communication	Problem-Solving	Self-Management	Leadership	Professional
Listening	Analysis	Time Management	Teamwork	Punctuality
Speaking	Creativity	Accountability	Collaboration	Phone Etiquette
Empathy	Decision Making	Goal Setting	Flexibility	Confidentiality
Mediation	Adaptability	Stress Management	Reliability	Following Directions
Responsiveness	Planning	Organization	Initiative	Conflict Management

1. After reading the list of skills, how do you define soft skills? How do they differ from hard skills (specific abilities that a person learns through training)?

Choose three soft skills from the list that you feel like you excel at and answer the following questions:

First Proficient Skill: _____

2. Where do you use this skill (school, job, home, etc.)? _____

3. What's one thing you do that demonstrates this skill? _____

Second Proficient Skill: _____

4. Where do you use this skill (school, job, home, etc.)? _____

5. What's one thing you do that demonstrates this skill? _____

Third Proficient Skill: _____

6. Where do you use this skill (school, job, home, etc.)? _____

7. What’s one thing you do that demonstrates this skill? _____

Choose three skills from the list that you think you can improve and answer the following questions.

First Skill to Improve: _____

8. Why do you think you might struggle with this skill? _____

9. What’s one thing you can do to improve this skill? _____

Second Skill to Improve: _____

10. Why do you think you might struggle with this skill? _____

11. What’s one thing you can do to improve this skill? _____

Third Skill to Improve: _____

12. Why do you think you might struggle with this skill? _____

13. What’s one thing you can do to improve this skill? _____

Final Reflection

14. Think about someone you admire—what soft skills do they show, and how do they demonstrate them?



Time Management

Managing your time well now can set you up for success after high school when your schedule becomes more complex and you’re responsible for keeping yourself on track.

Where Does Your Time Go?

Estimate how many hours you spend on each of the following during a typical weekday.

Activity	Hours Spent
Getting ready	_____
In school (class time)	_____
Homework and studying	_____
Social media and gaming	_____
Sports, clubs, or extracurriculars	_____
Hanging out with friends/family	_____
Sleeping	_____
Chilling/doing “nothing”	_____
Other:	_____

1. Which category takes up more time than you expected?

2. Is there anything you wish you had more time for?

3. What’s one small change you could make to better balance your day?



Time Values vs. Time Wasters

Time Values: Activities that support your goals, health, relationships, or future. They help you recharge, stay organized, and learn or build a skill.

Time Wasters: Activities that take up time but don't really help you feel productive, rested, or fulfilled. They often happen without intention, interrupt focus, delay responsibilities, or leave you feeling drained.

Label the following activities as **Time Values (TV)** or **Time Wasters (TW)**—keep in mind that some activities could go either way (**TV or TW**).

4. Binge-watching a show _____

5. Finishing a homework assignment _____

6. Arguing in a group chat _____

7. Practicing a skill or sport _____

8. Scrolling on social media _____

9. Taking a walk _____

10. Reading a book _____

11. Talking with a friend _____

Now answer the following questions:

12. Were there any activities you weren't sure how to categorize? Why? _____

13. Which Time Values do you want to make more time for this week?

- _____

• _____

• _____

• _____

• _____

• _____

14. What's one Time Waster you want to reduce—and how will you do it?



College Prep

Whether or not you plan to go to college, knowing how it works helps you make informed decisions. It also helps you compare college to other paths, like trade school or apprenticeships, where many of the same skills (time management, budgeting, and using campus-like resources) still apply.

Know the Lingo

1. Match the term to its definition.

Syllabus

Units that measure how much time a student has spent in a class; needed to graduate.

Office Hours

The primary subject or field a student chooses to specialize in.

Meal Plan

A secondary area of study, requiring fewer classes than a major.

Registrar

A course that must be completed before you can take a more advanced class.

Credits

The office responsible for billing and collecting tuition and fees.

Major

The office that manages course registration, transcripts, and student records.

Minor

A prepaid system to eat at campus cafeterias or dining halls.

Financial Aid

Free Application for Federal Student Aid—a form to apply for financial support from the government.

Prerequisite

Specific times professors are available to meet with students.

Bursar

Money given or loaned to students to help pay for school—includes grants, loans, and scholarships.

FAFSA

A document outlining the schedule, assignments, rules, and expectations for a course.

2. Which helps you eat on campus—credits or meal plan?

3. Which office collects your tuition payments—registrar or bursar?



Research: Quick Check

Choose a school you might be interested in attending—or even one nearby. Go to their website and find answers to the following questions.

4. Name of the School: _____

5. Where is it located? _____

6. What does it cost each year? (Hint: look for “Tuition & Fees” or “Cost of Attendance,” often found under “Admissions” or “Financial Aid.”):

7. What’s one student resource it offers (e.g., tutoring, mental health, career help)? (Hint: look for “Student Services,” “Campus Life,” or “Support Services.”):

8. What’s one thing you’d want to do outside of class? (Hint: Look for “Student Life,” “Clubs & Organizations,” or “Campus Activities.”)

Reflection

9. What surprised you most about this school—and what would you want to know more about before deciding to go there?

Real Talk: College Life

10. Mark the top 3 things you think would be hardest:

- | | |
|---|---|
| ☐ Time management | ☐ Studying effectively |
| ☐ Budgeting money | ☐ Finding support |
| ☐ Living with others | ☐ Being homesick |

Write about one of your choices

11. Why do you think this would be a challenge, and what could help?:



Resume Builder

This activity will help you prepare all the relevant information to create a resume. Fill out each section.

Contact Information:

Full Name: _____
Phone Number: _____
Email Address: _____
City: _____ State: _____

Summary Statement:

Write 2–3 sentences about yourself that highlight your strengths and goals.

Work/Volunteer Experience:

Job Title/Role: _____
Organization: _____
Dates (Month/Year - Month/Year): _____
Key Responsibilities/Achievements: _____

Job Title/Role: _____
Organization: _____
Dates (Month/Year - Month/Year): _____
Key Responsibilities/Achievements: _____



Education:

School Name: _____

Graduation Year: _____

GPA (if 3.0 or higher): _____

Relevant Coursework: (This would include any classes you've taken or projects you've done that are particularly relevant to the job or school you're applying to.)

Skills and Certifications

List any technical skills, language abilities, certifications, or tools you know how to use (e.g., CPR certified, Microsoft Office, bilingual).

• _____

• _____

• _____

• _____

• _____

• _____

References:

List 2-3 people who can speak positively about your work or character. Ideally these would be coworkers, bosses, or those in leadership positions above you, not family members.

Name: _____

Relationship: _____

Phone/Email: _____

Name: _____

Relationship: _____

Phone/Email: _____

Reflection:

What do you want someone to notice first when they read your resume and why? (Example: talk to someone in that career, visit a workplace, take a class, watch a video.)



Networking: Who You Know Matters

Networking means building relationships that help you grow and find opportunities. It's not about fame or followers, it's about genuine connections where you support each other. And guess what? You're already doing it!

Who's in Your Circle?

Think about people in your life who support you now—and people you'd like to connect with in the future. Fill in the list below.

People I Know (Current Network)

List people who help you learn, grow, or succeed. These might be family, teachers, coaches, bosses, mentors, or friends.

Person or Role	How They Support Me or What I Learn from Them

People I'd Like to Know (Future Network)

Person or Role	Why I Want to Connect With Them

Reflection

1. What's one way to connect with someone new (e.g., ask a question, go to an event, talk to a teacher)?

2. How can a strong, established network support you after high school?



Interview Prep

Interviews are your chance to show who you are beyond a resume. They help employers or admissions officers learn how you think, communicate, and solve problems.

Practice Prompts

Read each question and answer it in 1–2 sentences.

1. Tell me about yourself. (It’s your highlight reel! What’s something you’re proud of, learning, or excited about?)

2. What’s one strength you’re proud of? (Pick a skill you use at school, work, or home, and give a quick example)

3. Describe a time you worked on a team. (Think of a group project, sport, job, or club—what did you do to help?)

4. What’s a weakness of yours or something you are still learning? (Avoid saying a weakness is secretly a strength, pick something you truly want to improve and share one way you’re working on it.)

5. How do you handle stress or pressure? (Share a strategy that helps you stay calm or focused in tough situations.)

Interview Game Plan

Fill in your personal prep plan:

6. What I’ll wear: _____

7. One question I hope they ask: _____

8. One question I’ll ask them: _____

9. One way I’ll stay calm if I’m nervous: _____



Are You Ready to Move Out?

Life Skills Checklist

1. Check off the tasks you already feel confident doing on your own.

- | | |
|---|--|
| ☐ Laundry | ☐ Cook a basic meal |
| ☐ Dishes | ☐ Organize a room |
| ☐ Take out the trash and recycling | ☐ Create a budget |
| ☐ Clean a stovetop or oven | ☐ Understand what bills to pay and when (rent, phone, internet, etc.) |
| ☐ Clean out a refrigerator | ☐ Use a bank account or debit card |
| ☐ Clean a bathroom | ☐ Understand taxes and deductions on a paycheck |
| ☐ Sweep, vacuum, and mop | |
| ☐ Replace air filters | |
| ☐ Grocery shop | |

2. What do you want to learn or practice before moving out?

3. Who could help you build those skills (family, teacher, friend, online, etc.)?

Signing a Lease

A **lease** is a legal agreement between a landlord (property owner) and a tenant (you!) That explains the rules, responsibilities, and costs of renting a place to live. Before you sign one, it's important to read it carefully and ask questions if anything is unclear.

Sample Lease Clause

Here's an example of a clause from a lease agreement. Read it carefully then answer the following questions:

LEASE AGREEMENT (excerpt):

The tenant agrees to rent the unit at 123 Oak Street for \$850 per month, due on the first of each month. A refundable security deposit of \$500 is required. The lease term is for twelve months and begins on September 1. The tenant must give thirty days' notice before moving out. "Utilities, including water and trash, are included; the tenant is responsible for electricity and internet." The landlord agrees to handle repairs related to plumbing, heating, and appliances.

- 4. What is the monthly rent for the apartment? \$_____
- 5. What is the security deposit? \$_____
- 6. What is the lease term?_____
- 7. What is the tenant responsible for?_____
- 8. What is the landlord responsible for?_____

Imagine you’re about to rent your first apartment. What are two questions you’d want to ask the landlord before signing?

- 9. _____
- 10. _____

Roommate Expectations:

Many people live with roommates when they first move out. It’s important to set expectations in order to make this a fun and healthy environment. Circle the expectations you want and/or list your own.

11. Cleanliness/Chores

- ☐ a premade chore chart
- ☐ deep cleaning every month
- ☐ everyone cleans up after themselves
- ☐ assigned areas/tasks for each person
- _____
- _____
- _____

12. Guests/Visitors

- ☐ avoid guests when possible
- ☐ no sleeping over
- ☐ communicate when guests are coming over
- ☐ give notice before having a party
- _____
- _____
- _____

13. Noise/Quiet Hours

- ☐ anything goes
- ☐ keep it quiet during the night
- _____
- _____
- _____

14. Shared Items/Food

- ☐ replace what you eat
- ☐ label non-shared food
- _____
- _____
- _____



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