

# YOUR INTERESTS AND VALUES

## Reading Organizer

**Directions:** List your interests and values.

<b>Interests</b>	<b>Values</b>

# YOUR SKILLS AND APTITUDES

## Reading Organizer

**Directions:** List your skills and aptitudes.

<b>Skills</b>	<b>Aptitudes</b>

# YOUR PERSONALITY AND LEARNING STYLES

## Reading Organizer

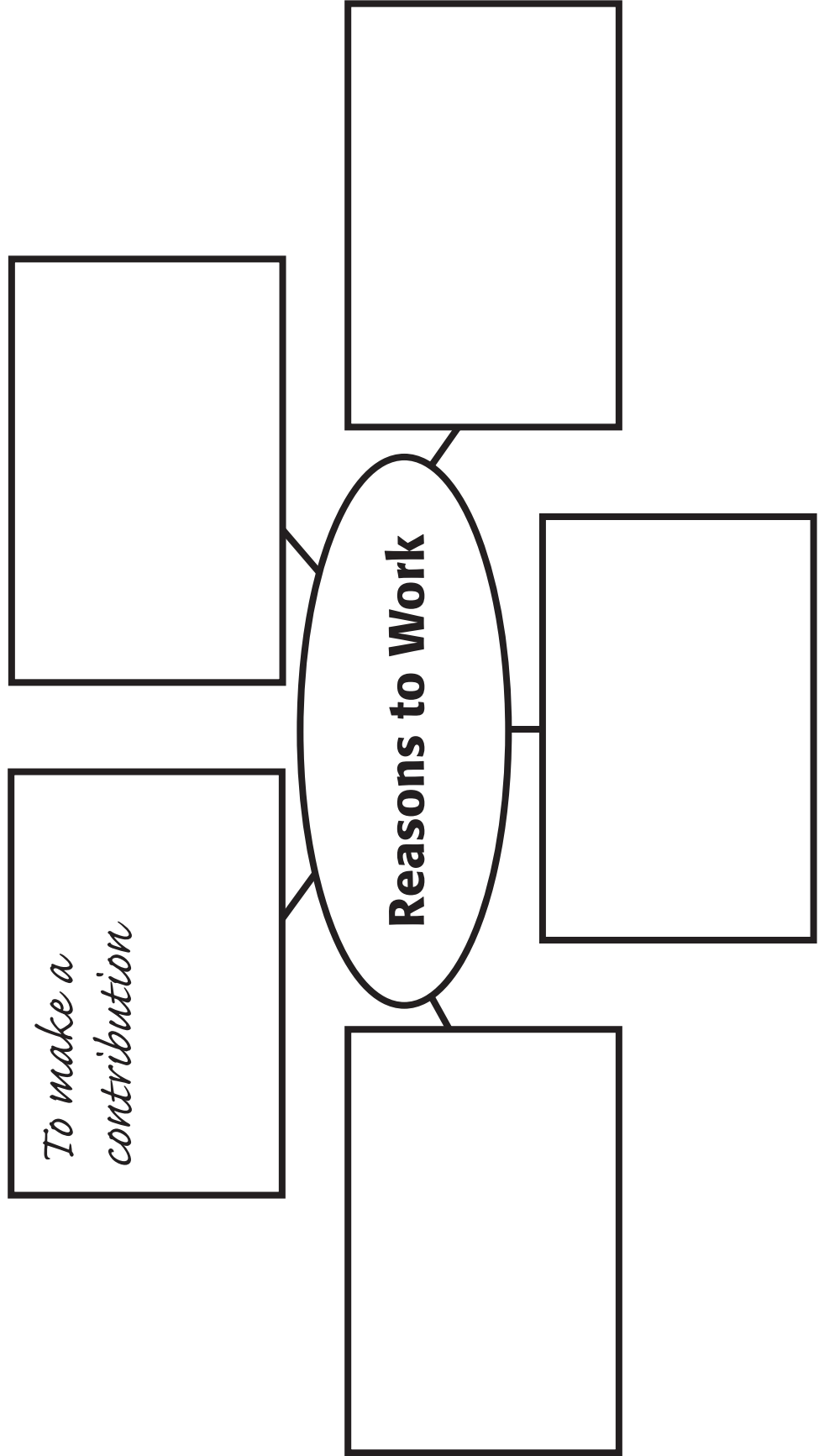
**Directions:** Describe your personality and list your learning styles.

<b>Personality</b>	<b>Learning Style(s)</b>

# WHAT IS WORK ALL ABOUT?

## Reading Organizer

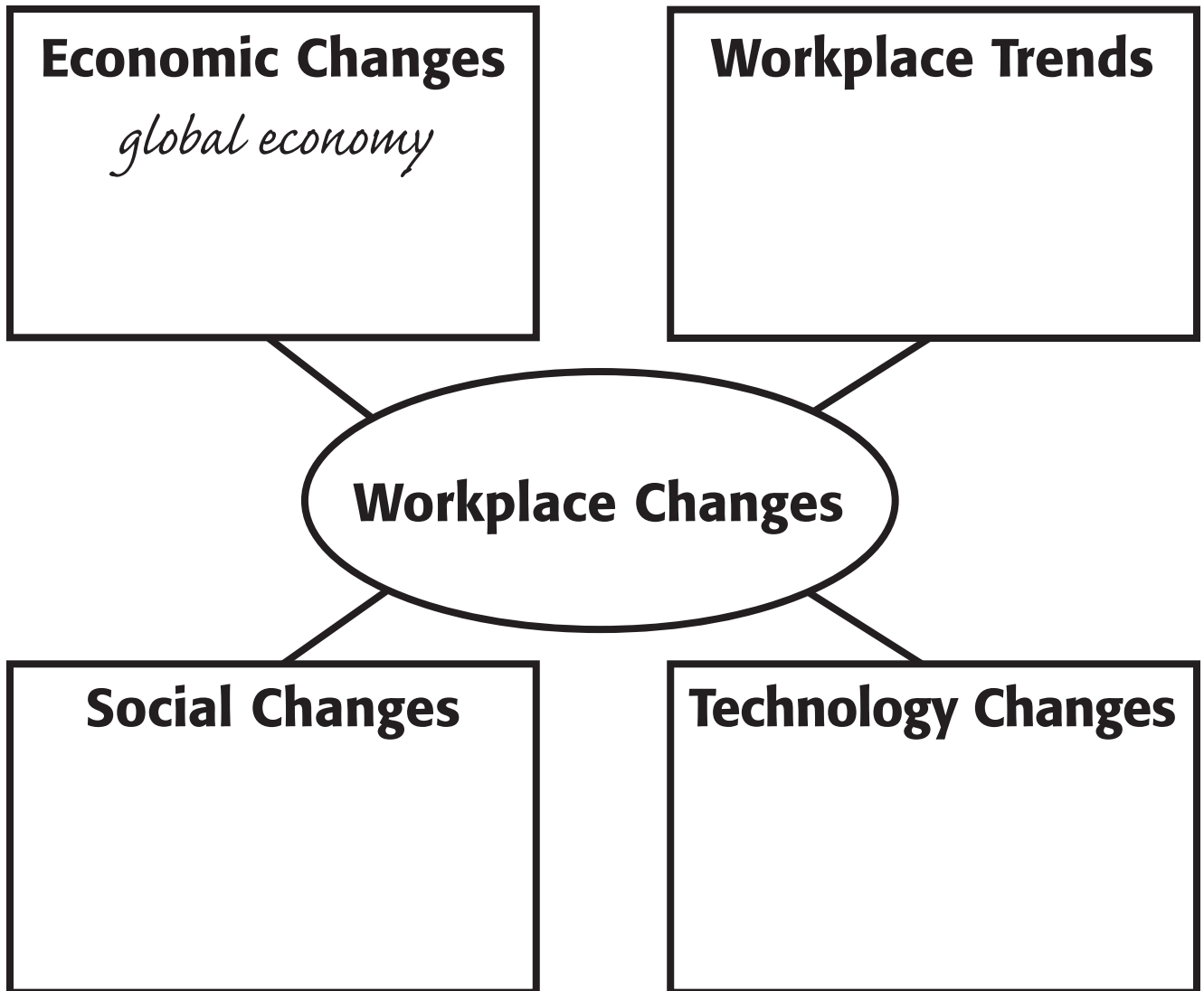
Directions: List five of the reasons why people work.



## HOW WORK IS CHANGING

### Reading Organizer

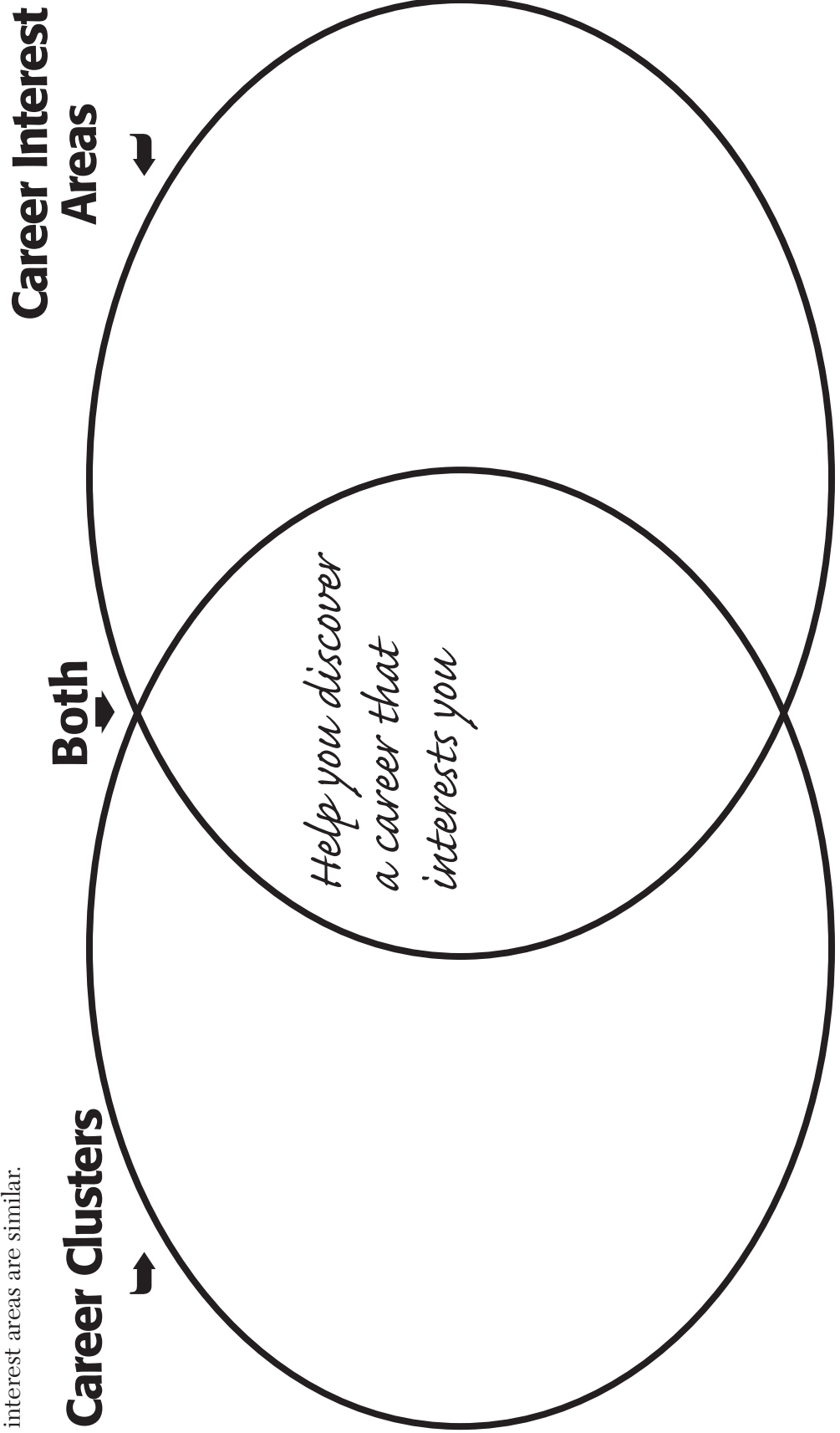
**Directions:** Write details about how work is changing.



# CAREER CHOICES

## Reading Organizer

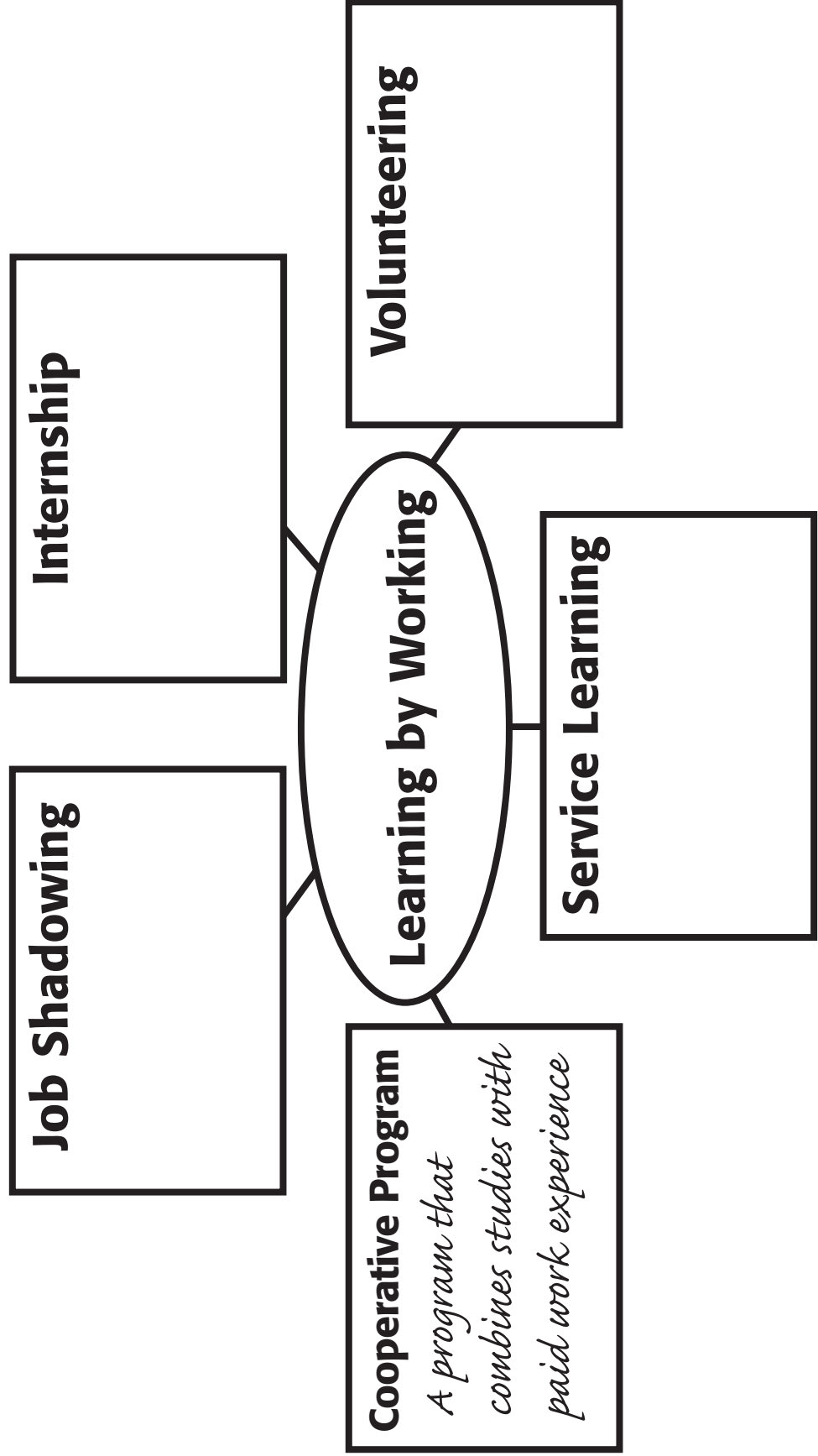
**Directions:** Define career clusters in the left oval and career interest areas in the right oval. In the overlapping section, describe how career clusters and career interest areas are similar.



# CAREER RESEARCH

## Reading Organizer

Directions: Define five ways to learn about careers by working.



## MAKING DECISIONS

### Reading Organizer

**Directions:** Describe each of the seven steps of the decision-making process.

Step	Description
<b>Define Your Needs or Wants</b>	<i>Identify one specific decision that you need to make.</i>
<b>Analyze Your Resources</b>	
<b>Identify Your Options</b>	
<b>Gather Information</b>	
<b>Evaluate Your Options</b>	
<b>Make a Decision</b>	
<b>Plan How to Reach Your Goal</b>	



## CAREER STRATEGY

### Reading Organizer

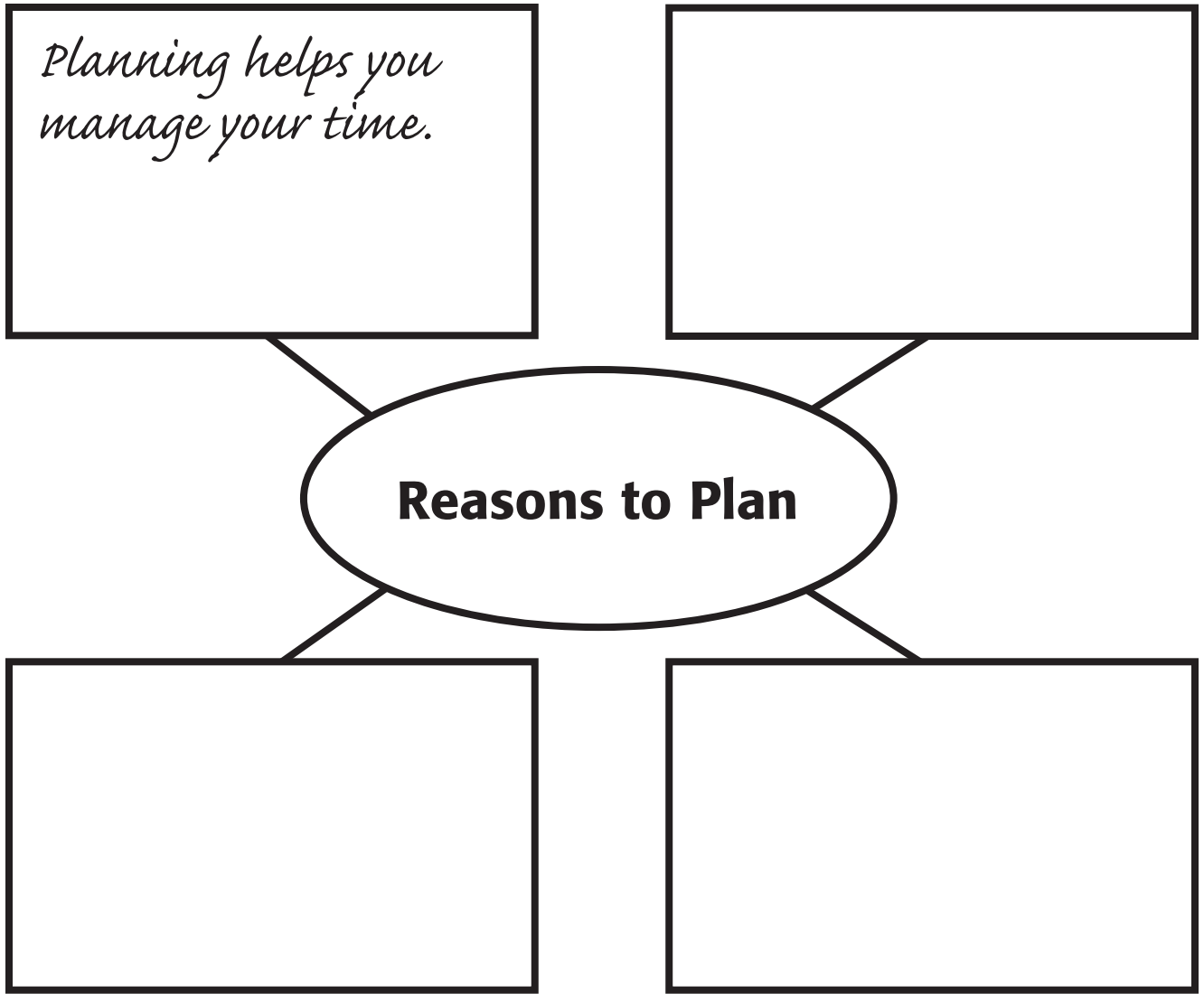
**Directions:** Write the seven steps to choosing a career.

<b>Step 1</b>	<i>Understand what you need or want.</i>
<b>Step 2</b>	
<b>Step 3</b>	
<b>Step 4</b>	
<b>Step 5</b>	
<b>Step 6</b>	
<b>Step 7</b>	

# HOW PLANNING HELPS

## Reading Organizer

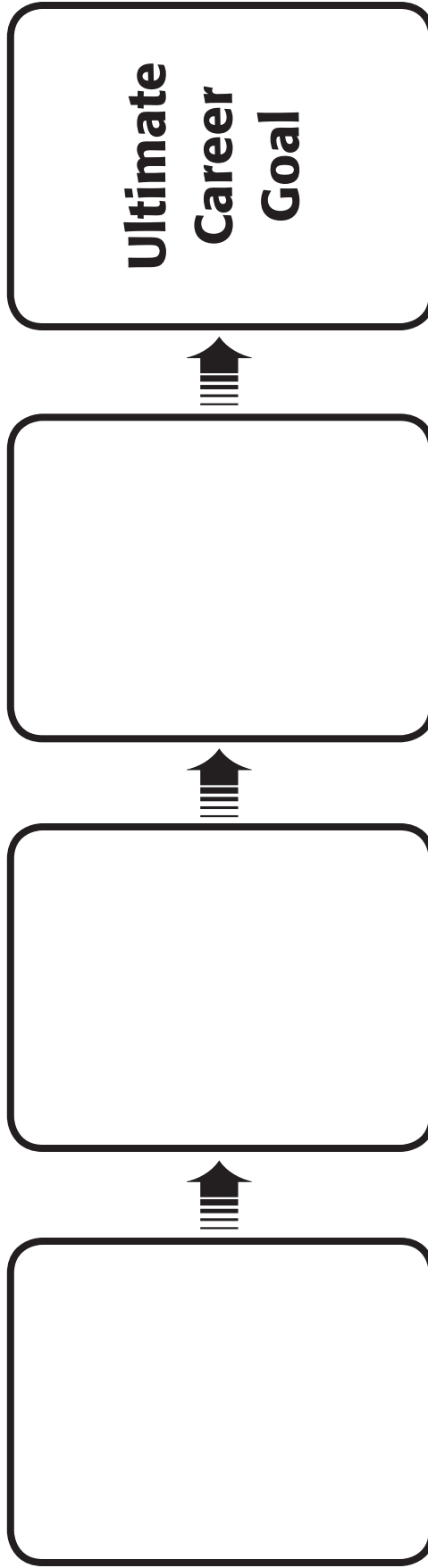
**Directions:** Write the four reasons why planning helps



# DESIGNING A PLAN

## Reading Organizer

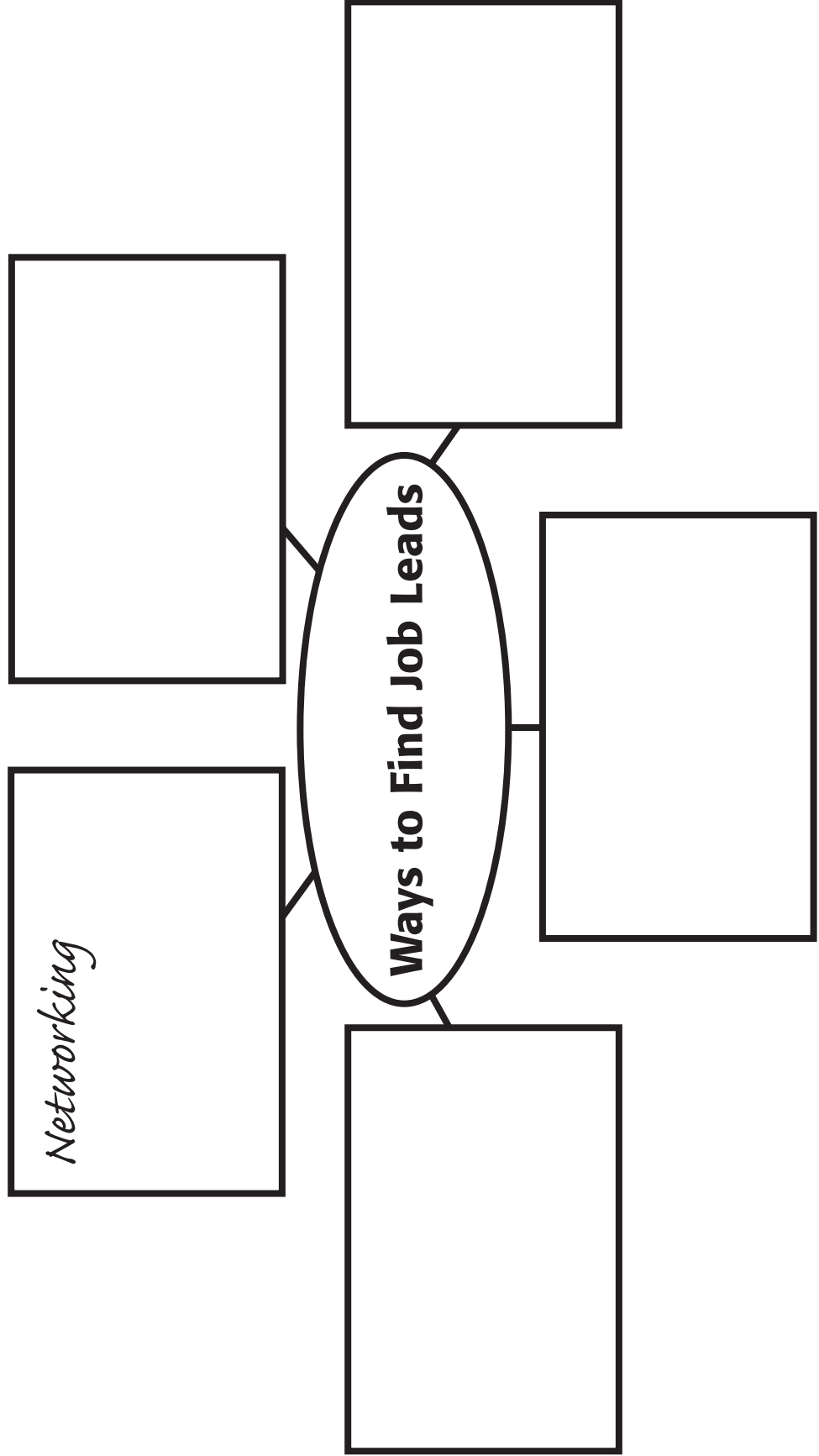
**Directions:** Write the three different types of goals you must set to reach your ultimate career goal.



# GATHERING LEADS

## Reading Organizer

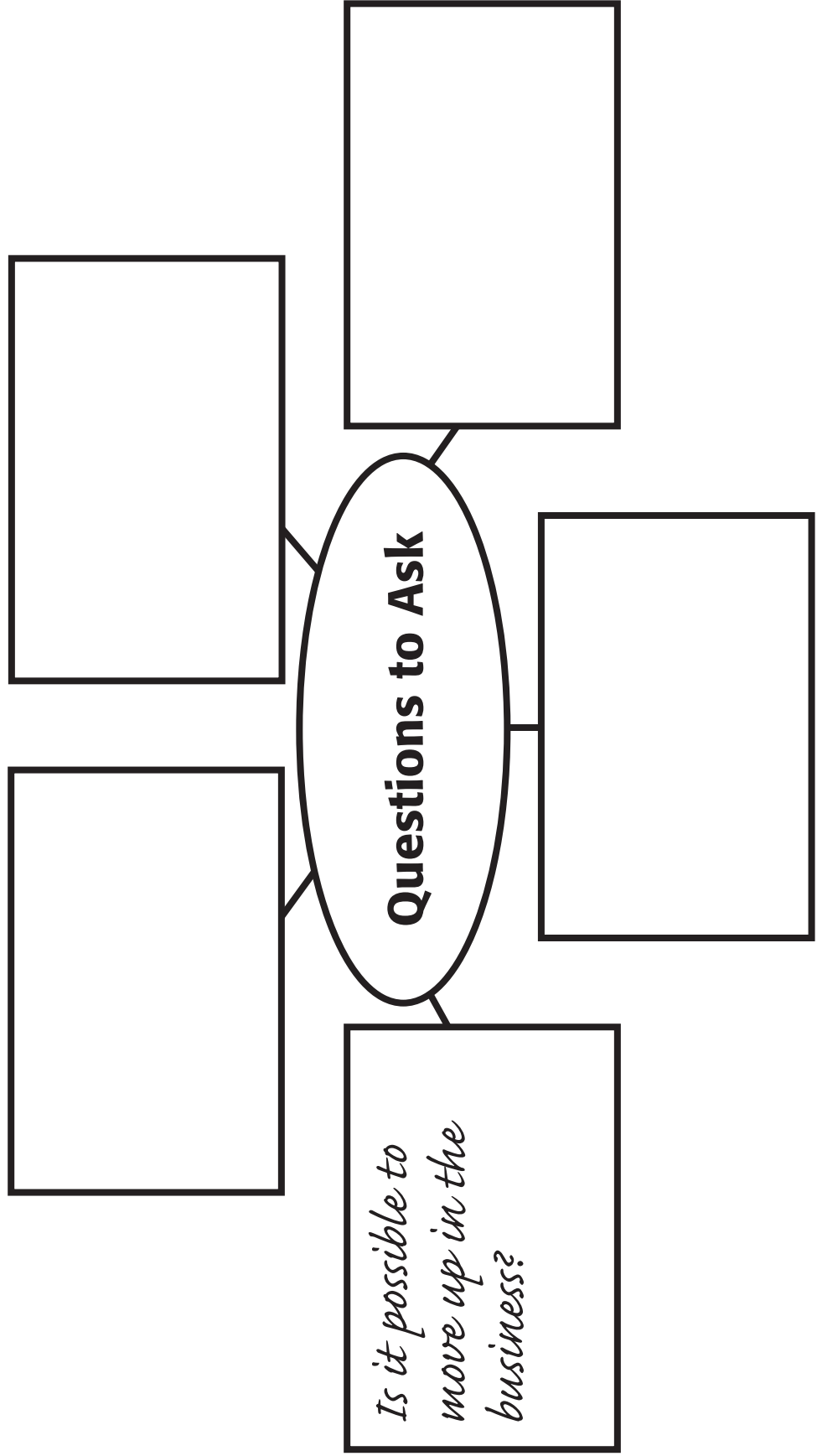
Directions: Write five ways to find job leads.



# ORGANIZING YOUR JOB SEARCH

## Reading Organizer

**Directions:** Write five questions to ask about possible employers.



# PRESENTING YOURSELF

## Reading Organizer

**Directions:** Write notes about chronological résumés in the left oval and notes about skills résumés in the right oval. In the overlapping section, write notes that apply to both types of résumés.

**Chronological  
Résumé** ↗

**Both** ↕

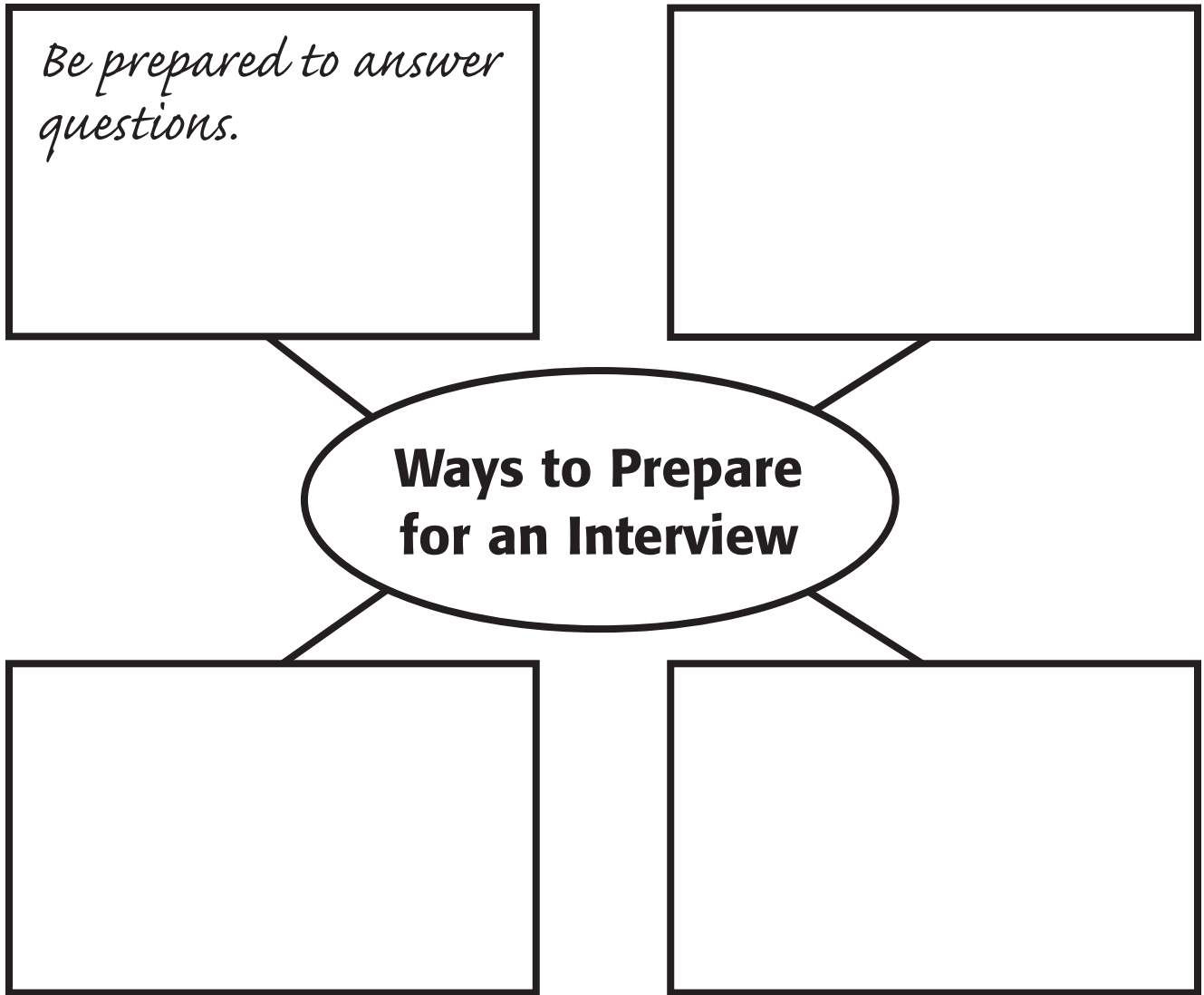
**Skills  
Résumé** ↘

*Ways to present  
yourself to an  
employer*

# PUTTING YOUR BEST FOOT FORWARD

## Reading Organizer

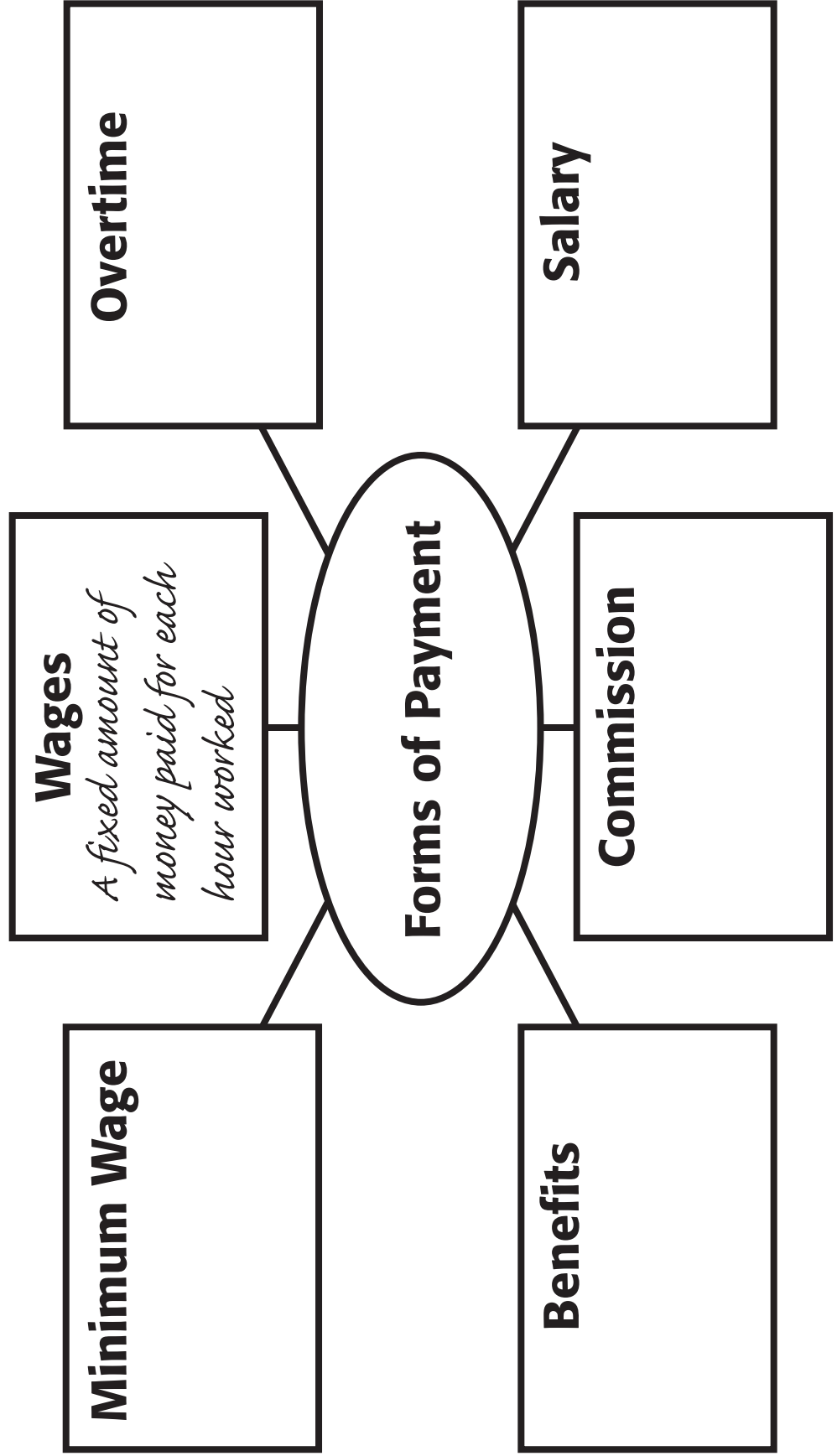
**Directions:** Write four ways to prepare for an interview.



# WORKPLACE EXPECTATIONS

## Reading Organizer

Directions: Write the definitions of each of the terms.

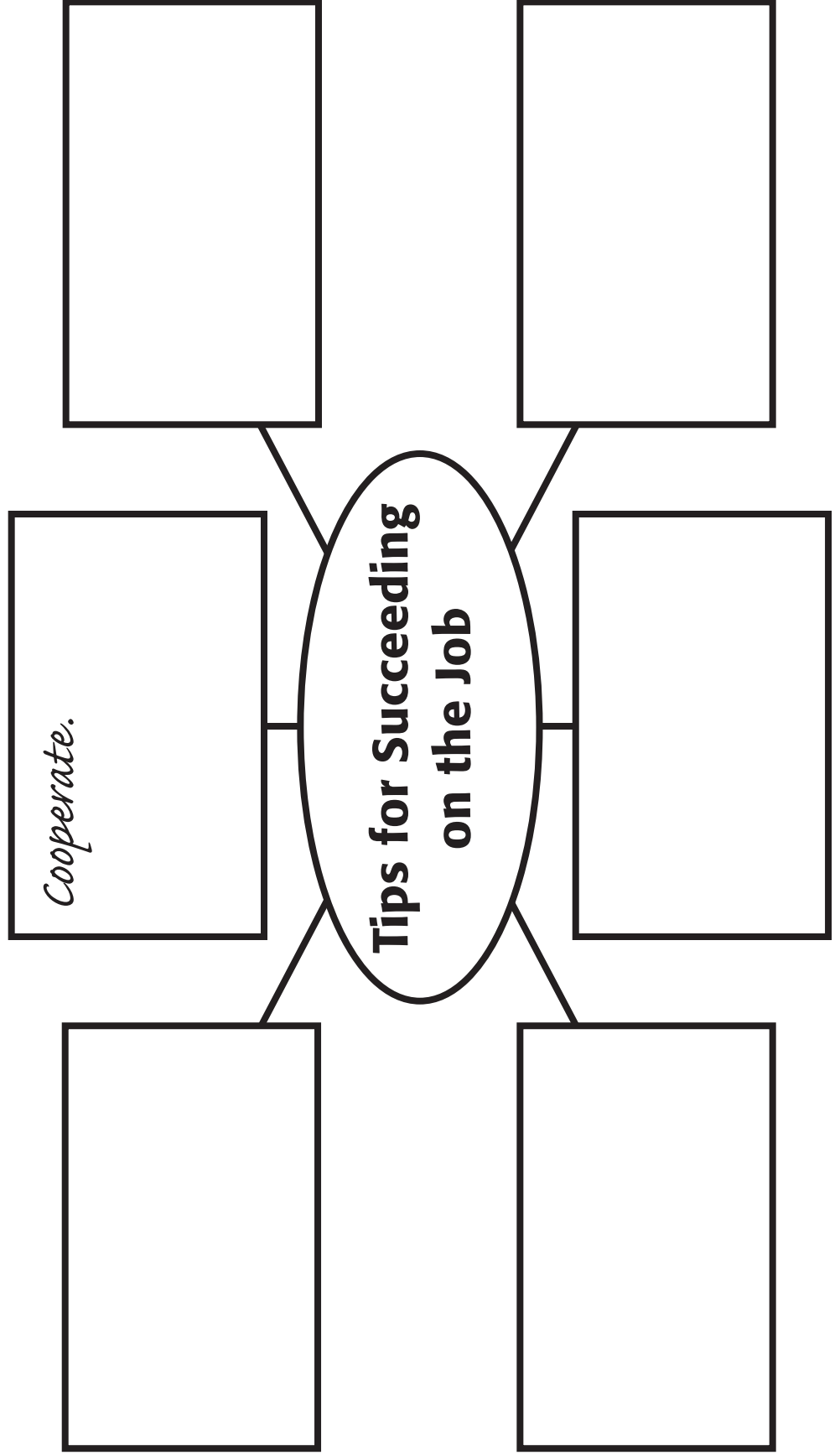




# WHAT AN EMPLOYER EXPECTS OF YOU

## Reading Organizer

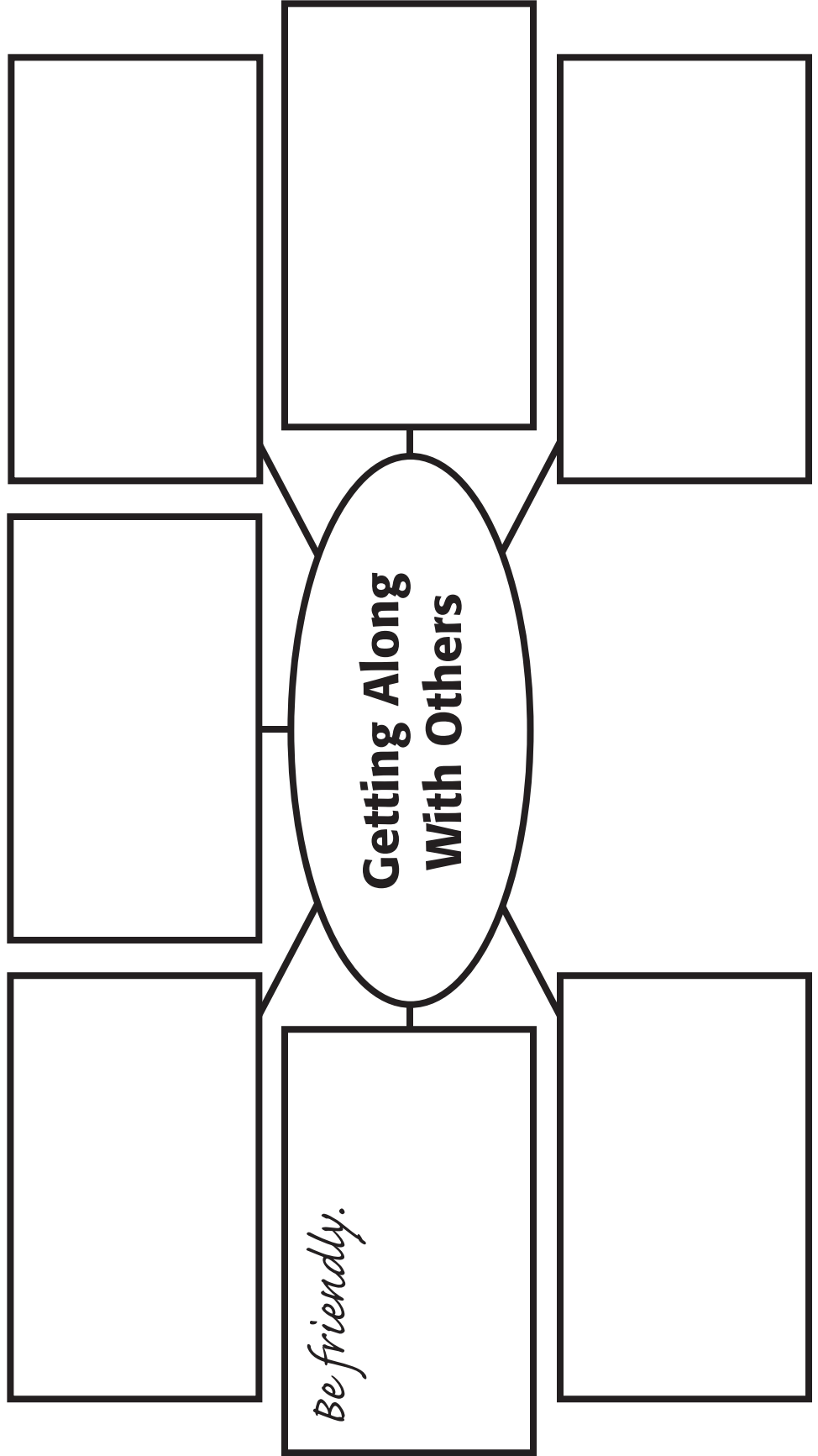
Directions: List six things employers expect employees to do on the job.



# BUILDING RELATIONSHIPS

## Reading Organizer

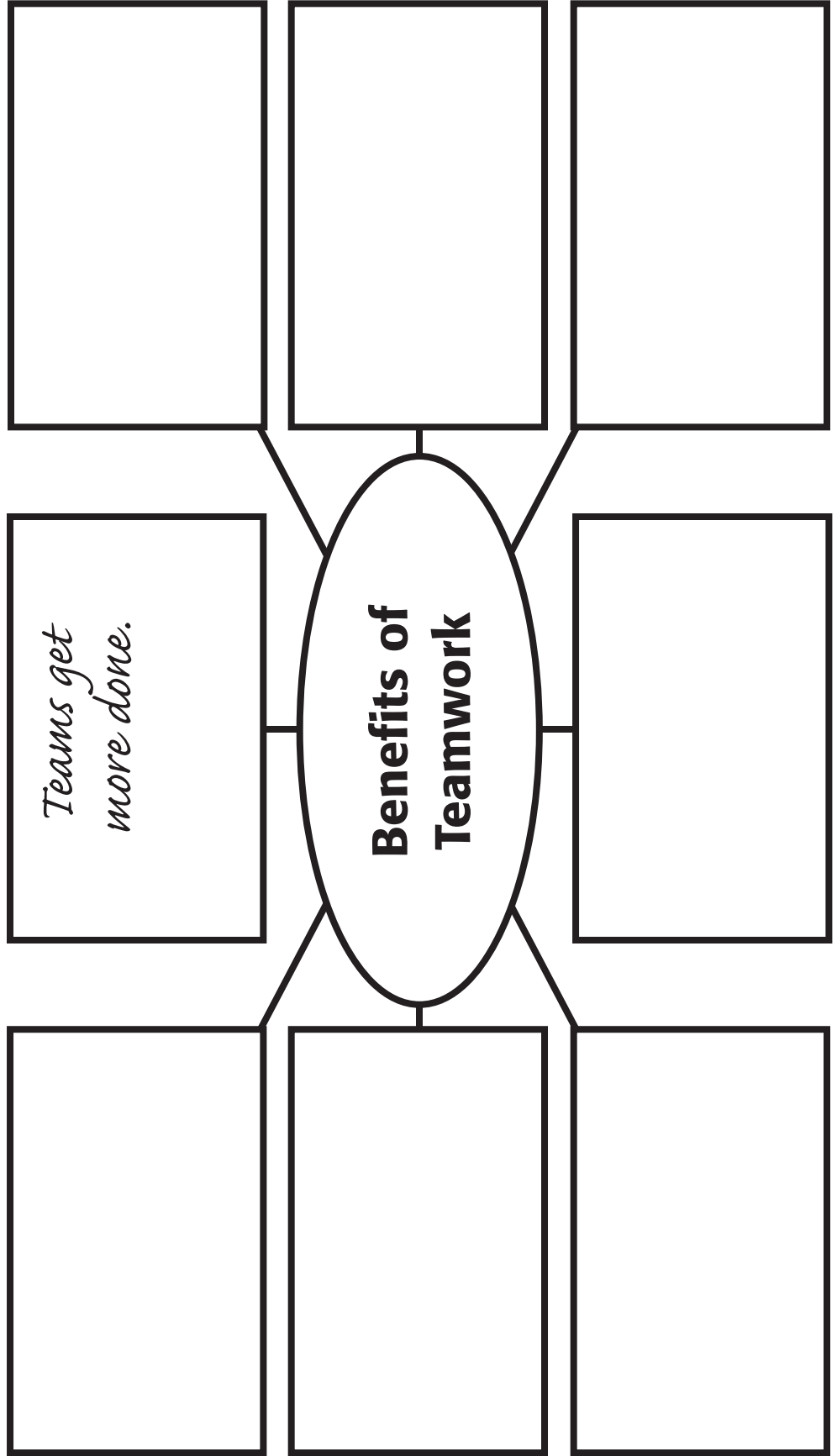
Directions: Write seven pointers for getting along with others.



# TEAMWORK

## Reading Organizer

Directions: Write eight benefits of teamwork.



## GETTING YOUR MESSAGE ACROSS

### Reading Organizer

**Directions:** Write five guidelines for writing.

### Guidelines for Writing

1. *Organize your writing. Make an outline first.*  
*Use headings and subheadings.*

2.

3.

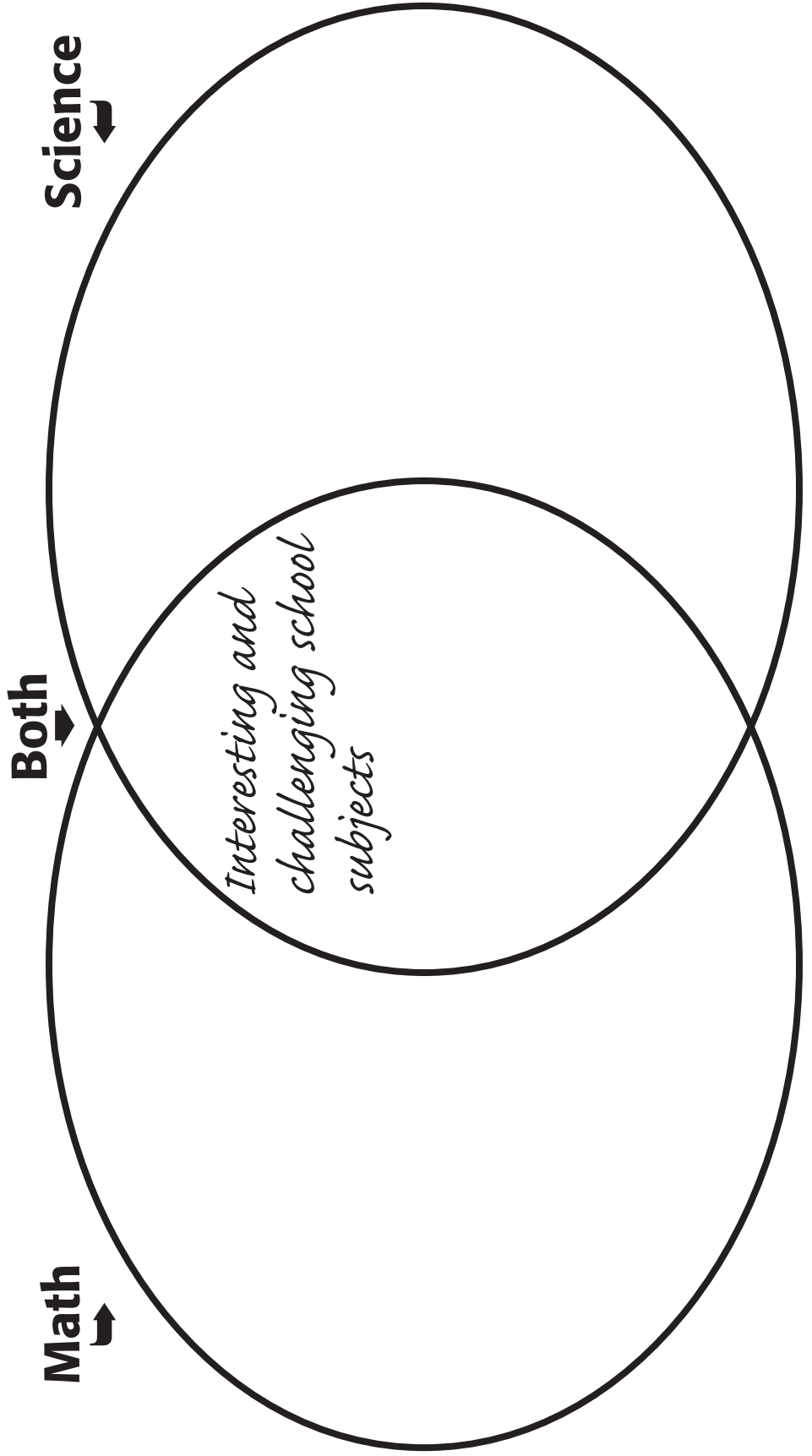
4.

5.

# APPLYING OTHER SKILLS

## Reading Organizer

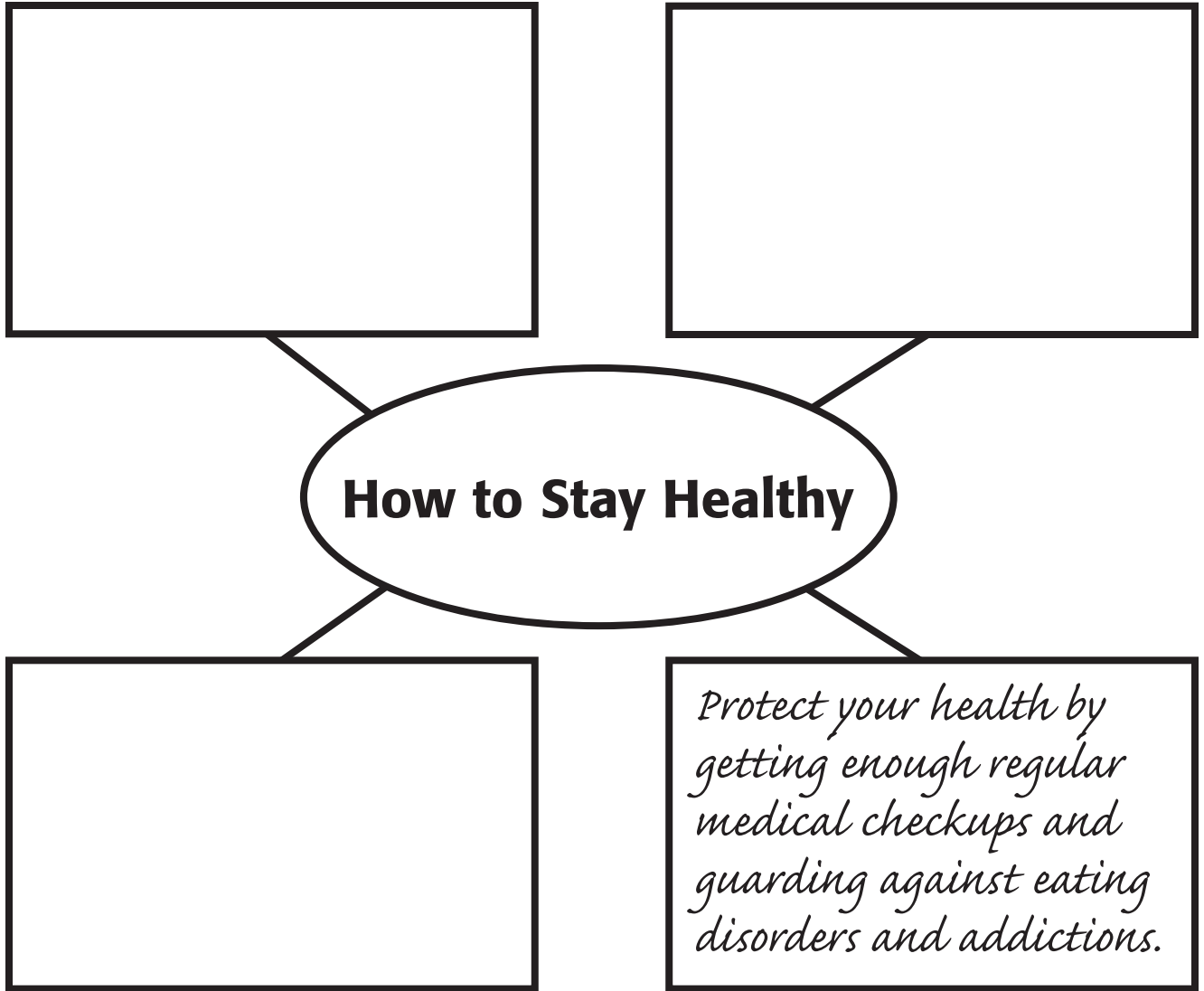
**Directions:** Define and write notes about math in the left circle and define and write notes about science in the right circle. In the overlapping section, write notes that apply to both math and science.



# IT'S YOUR HEALTH

## Reading Organizer

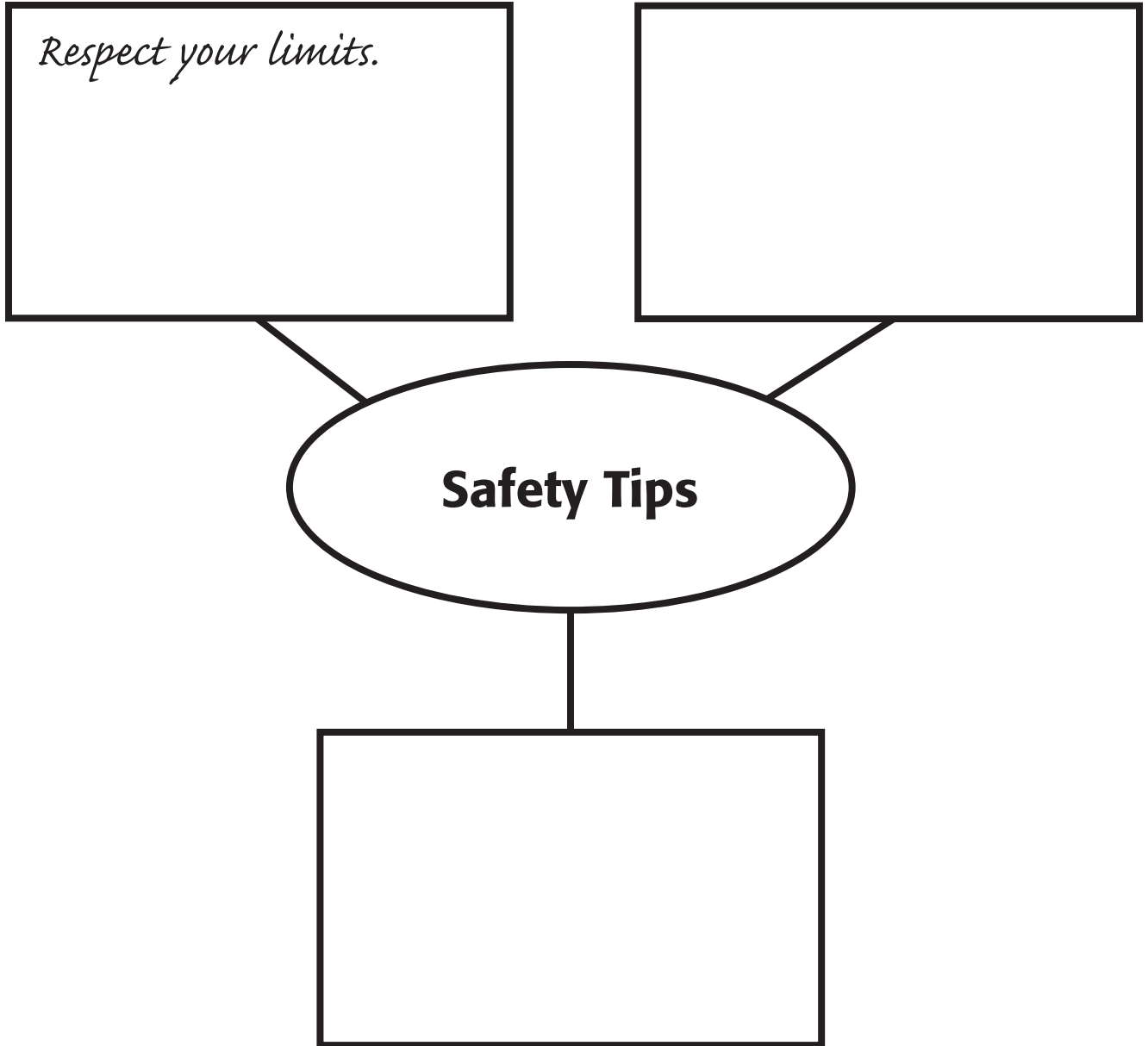
**Directions:** Write four things you can do to stay healthy.



# MAKE SAFETY YOUR BUSINESS

## Reading Organizer

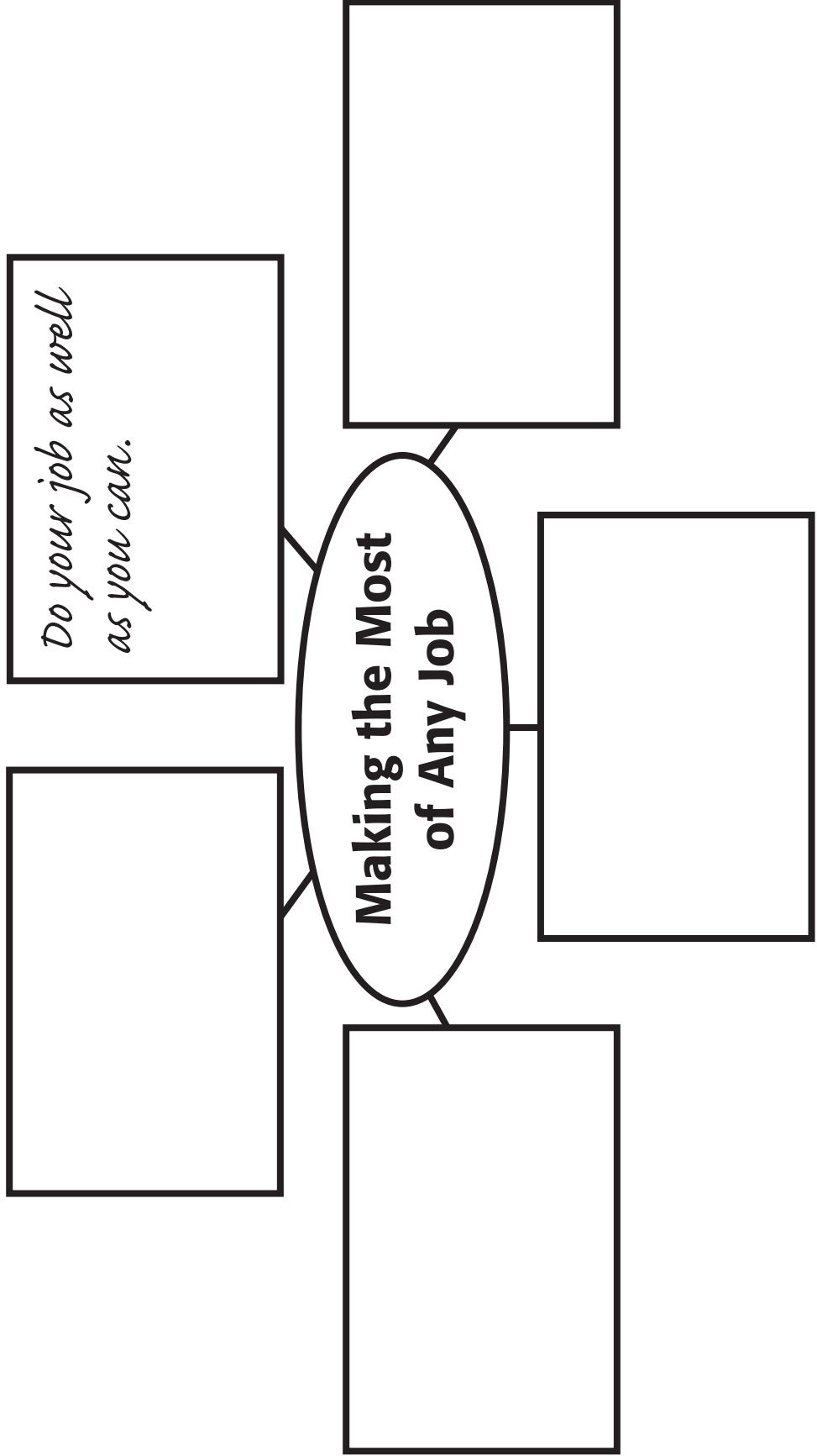
**Directions:** Write three safety tips for any activity.



# SCHOOL-TO-WORK TRANSITION

## Reading Organizer

**Directions:** Write five tips for making the most of any job.

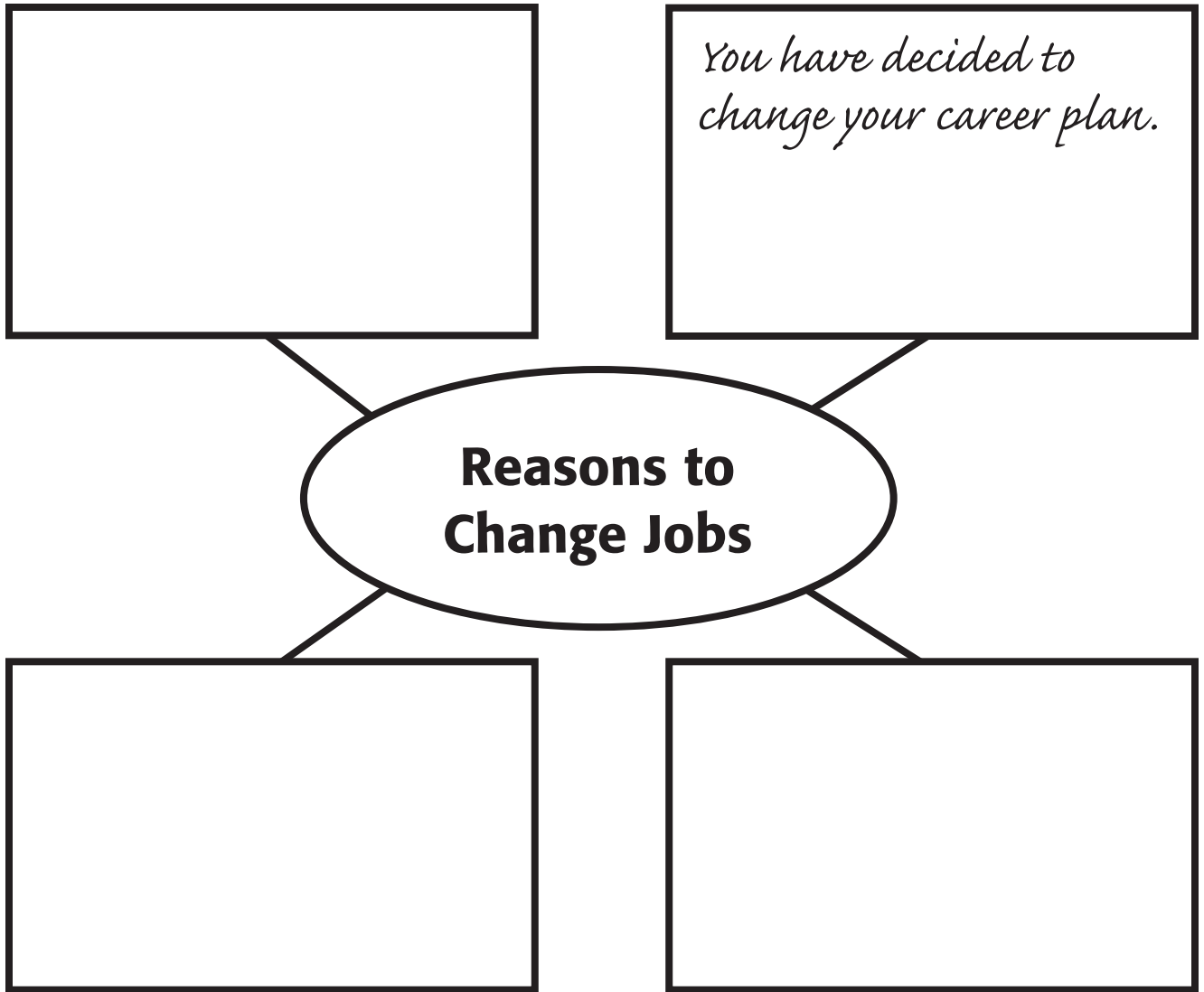




## REEVALUATING YOUR GOALS

### Reading Organizer

**Directions:** Write four reasons to change jobs.



## THE FREE ENTERPRISE SYSTEM

### Reading Organizer

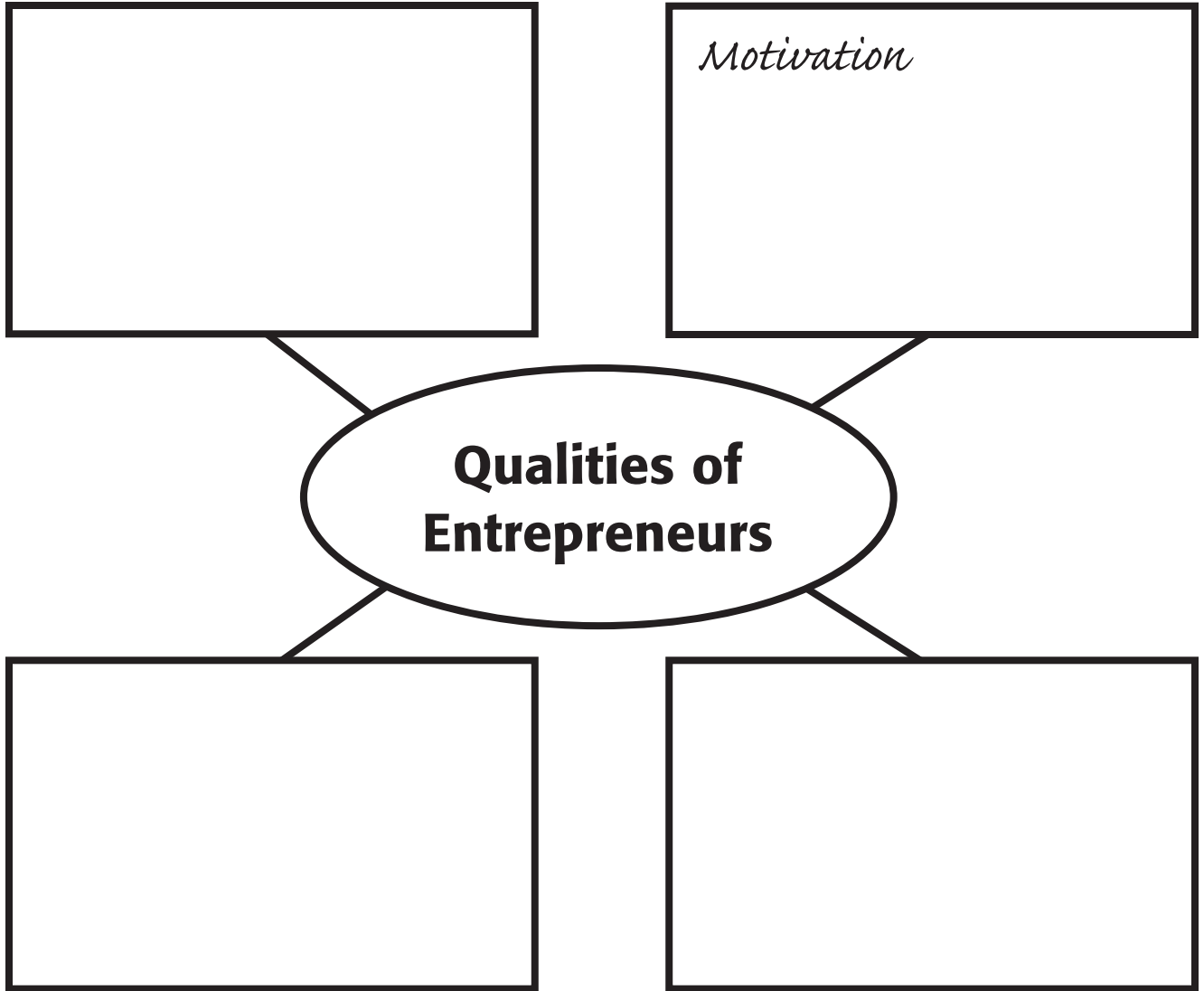
**Directions:** Fill in the second column with definitions for each term.

<b>Term</b>	<b>Definition</b>
<b>Economics</b>	<i>The study of how people produce, distribute, and use goods and services</i>
<b>Goods</b>	
<b>Services</b>	
<b>Produce</b>	
<b>Distribute</b>	

# BEING YOUR OWN BOSS

## Reading Organizer

**Directions:** Write four qualities that are common to entrepreneurs.



# THE MONEY YOU EARN

## Reading Organizer

Directions: Write the six steps to setting up a budget.

**Step 1**

*Decide  
on your  
goals.*

**Step 2**

**Step 3**

**Step 4**

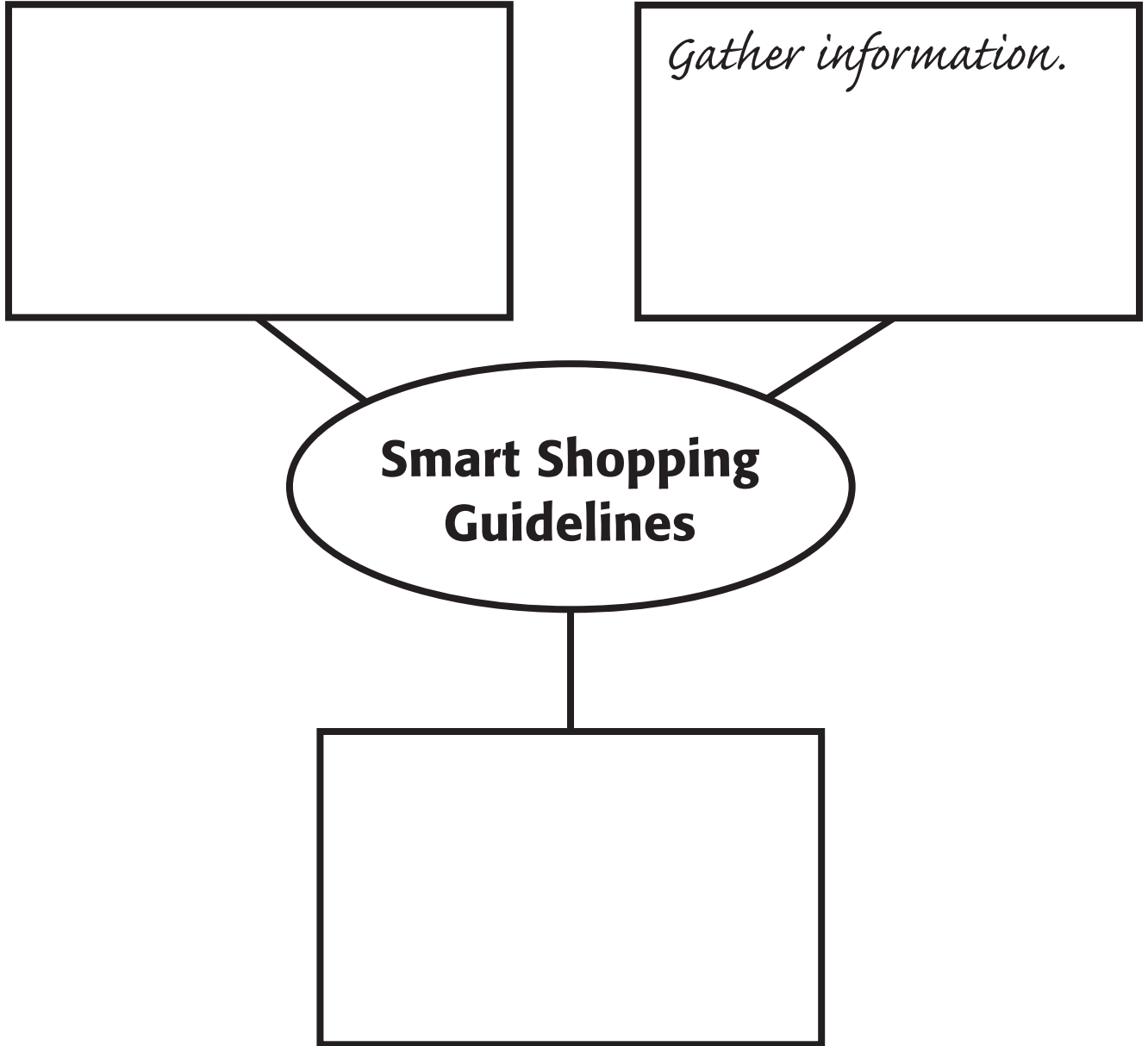
**Step 5**

**Step 6**

# YOU, THE CONSUMER

## Reading Organizer

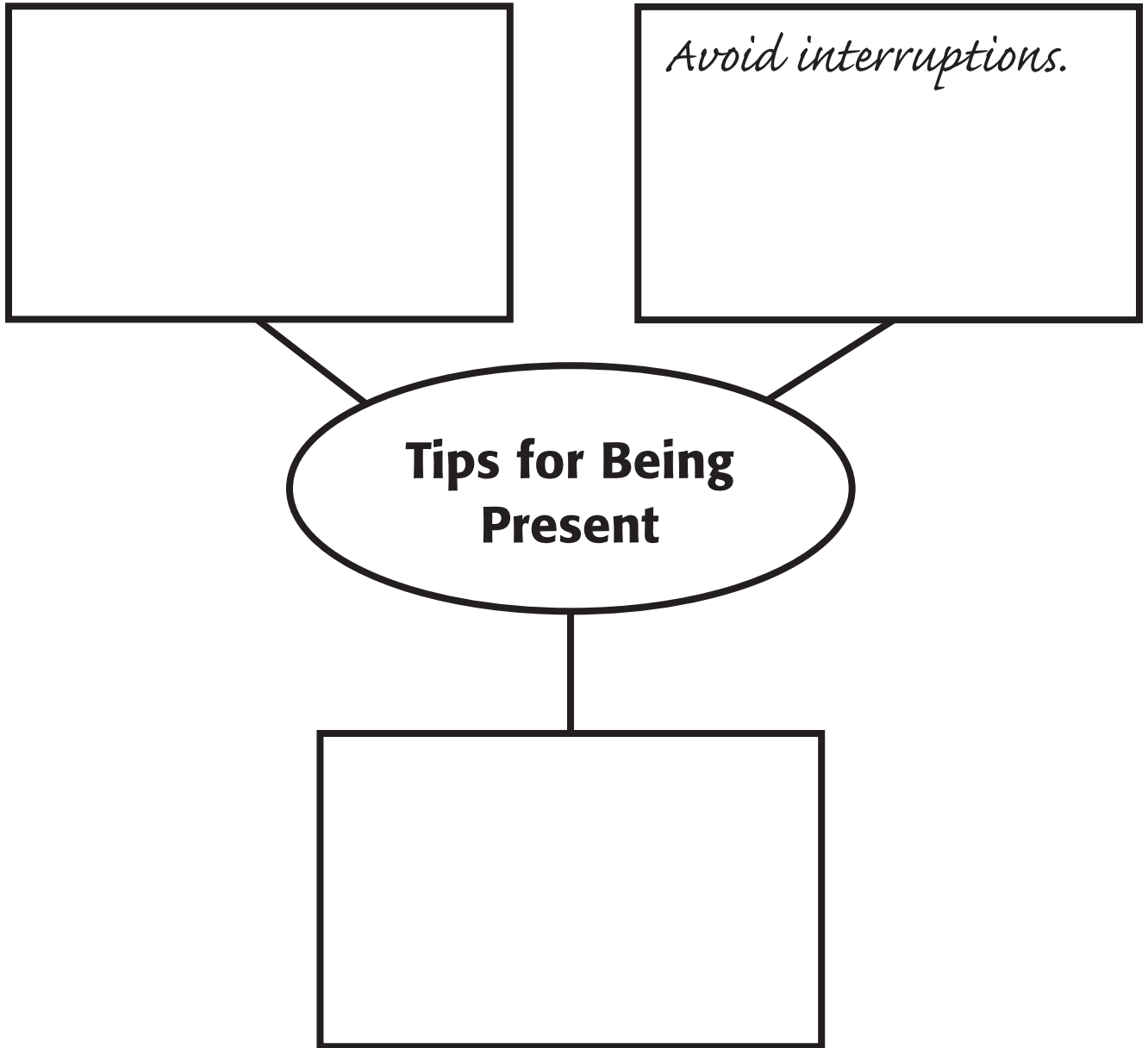
**Directions:** Write three ways to be a smart shopper.



# WORK ISN'T EVERYTHING!

## Reading Organizer

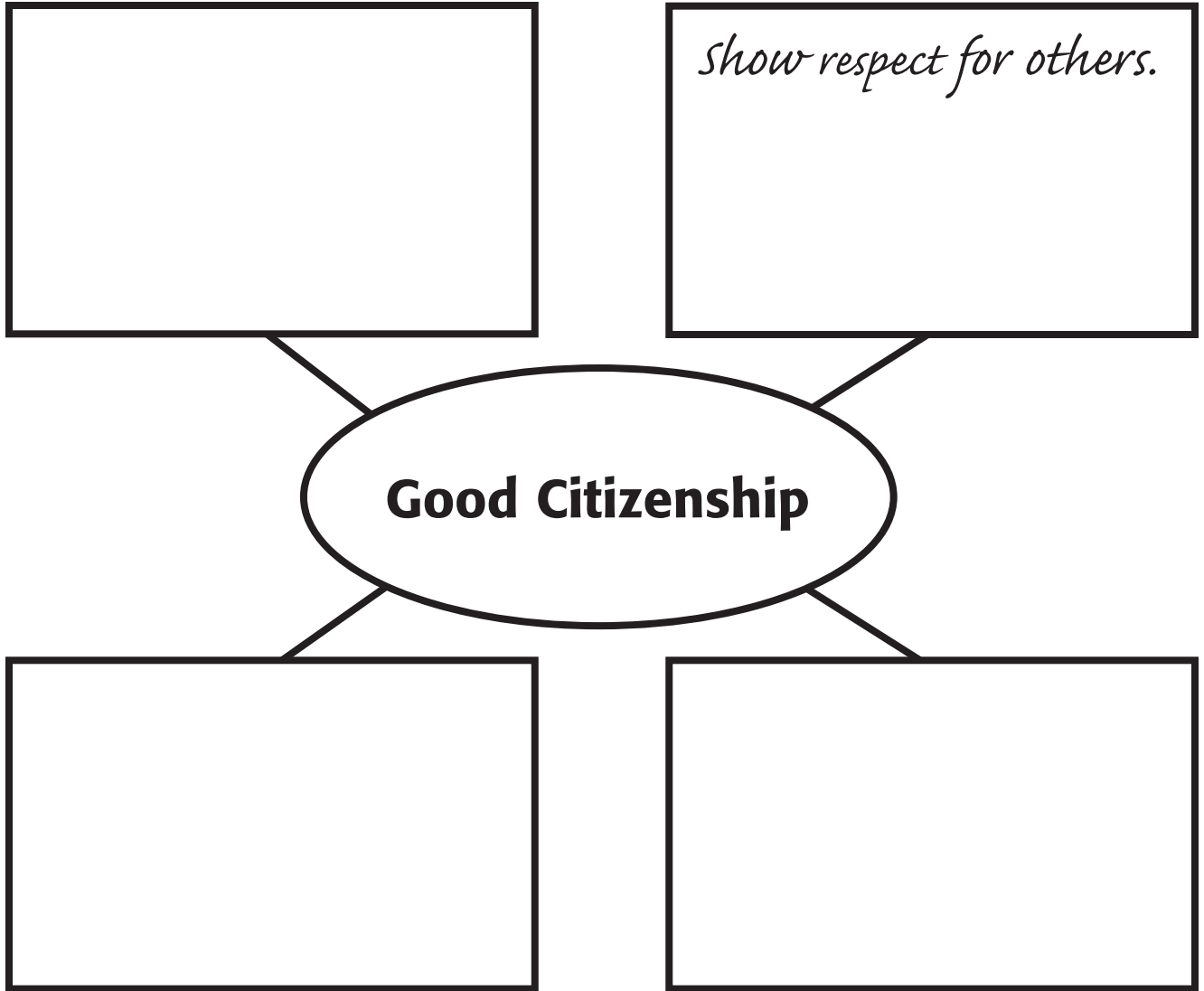
**Directions:** Write three tips for being present.



# GIVING SOMETHING BACK

## Reading Organizer

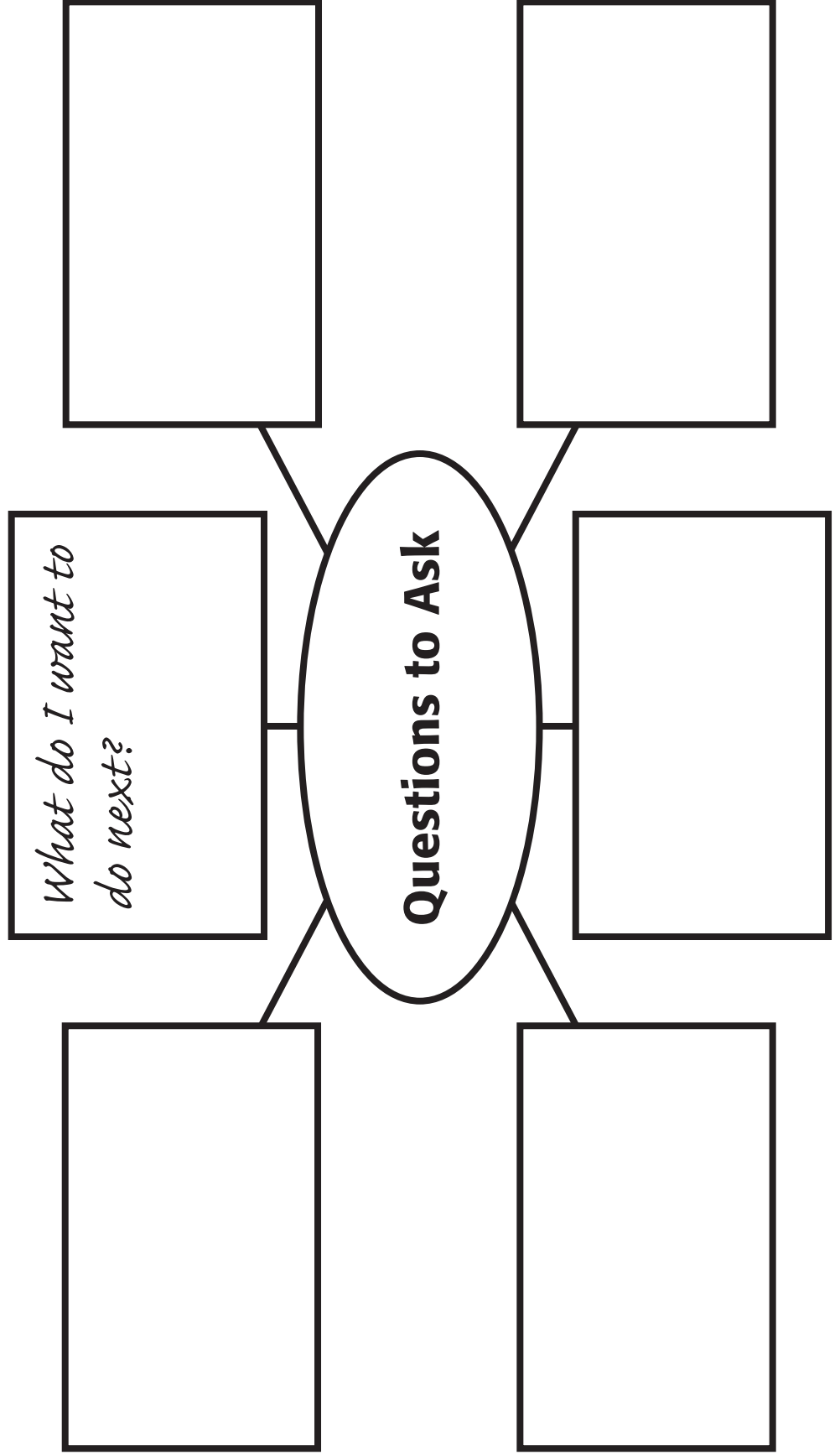
**Directions:** Write three ways to be a good citizen.



# DEALING WITH CHANGE

## Reading Organizer

**Directions:** Write six questions to ask yourself when looking for a new job or career.





# LIFELONG LEARNING

## Reading Organizer

**Directions:** Write three reasons to have a positive attitude.

