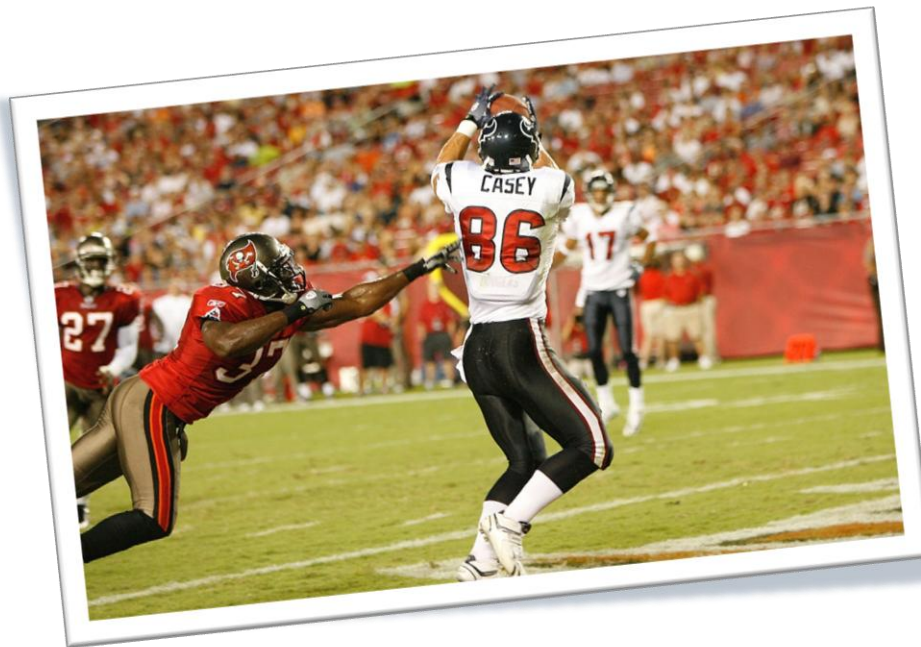

Graduation Game Plan[®]

with James Casey[®]

Expectation Graduation[®]



TM



"A good game plan is important in football and life."

- James Casey, Houston Texans

This Game Plan belongs to:

My Mentor is:

My Game Plan

Graduate High School

Prepare for Life After High School

Get the Workforce Skills You Need

Manage Yourself Effectively

Use this guide to help create your personal game plan to graduate from high school and go after the career of your dreams. Each of the four areas listed above are included in this guide and will help you find the resources you need to create it. Keep track of your information in a folder.

This game plan can get you started, but it is up to you to build your team of people to help you make it a reality. You might talk to family members, teachers, someone from your place of worship, counselors from your school or colleges you are interested in.

The first step is to find out who can help you develop your game plan!

Before you begin, make a list of the people that can give you advice on how to graduate high school and help you learn about the colleges and careers you are interested in.

My school counselor is:

Others who can help me are:

-
-
-

ONCE YOU HAVE A TEAM TO HELP YOU, THEN YOU NEED TO FIGURE OUT WHERE YOU WANT TO GO AND HOW YOU EXPECT TO GET THERE!

List some of the different careers you are interested in and find the colleges or universities that offer degrees or certificates for those careers.

It is important to learn what subjects are important to different careers.

Subjects I'm interested in:

-
-
-
-
-
-

Start Now!

One good way to find interesting careers is to start by thinking about your favorite subjects.

Careers I'm interested in:

-
-
-
-
-
-

Now choose a Texas Graduation Plan. This is required for public high school students in Texas to determine the classes you take.

Decide which plan you want to follow and keep track of it each year to check your progress. If you want to enroll in a high school that requires you to pay, check with a college to make sure they will accept the classes you take. Consider the type of career you want and what type of education it will require when you decide on a graduation plan.

If you are in middle school, prepare yourself *now* for the plan you will take in high school.

Determine which Graduation Plan you want to tell your counselor you want to follow:

- Distinguished Achievement Plan
- Recommended Plan
- Minimum Graduation Plan

Game Plan

Graduate high school



Did you know that someone with a college degree makes about one million dollars more in their life than someone without a high school diploma!

Make those million dollars yours by setting goals and working hard. The first step is to graduate high school!

Use the tips below to get you on the right track to accomplish your goals.

Go to class

- It's important to go to class everyday and be involved. Remember, the further you get behind, the harder it will be to succeed.
- If you have a hard time with a subject, be sure to ask questions and find tutoring. Find out if your school offers tutoring!
- Also, if you're employed and work is making school difficult then be sure to communicate with your teachers. They want to see you succeed!

Keep good study habits

- Take good notes and review them everyday.
- Share notes with a friend to make sure you didn't miss anything. Help each other stay on track!
- Make sure you complete all of your assignments. If you don't complete them and turn them in, you won't make the best grades you can.

Fill out a graduation plan

- Meet with your school counselor every year to review your graduation plan. In order to get where you want to go, you have to know how you're going to get there.

Setting goals and working hard to achieve them are important to being successful in life!

Think about the type of job you want to have after high school and how your short-term goals will help you accomplish that long-term goal.

Which activities will help you learn about that job and what type of education will it require?

My high school goals are:

Things to do every day:

- Go to class
- Take good notes in class
- Turn in all of my assignments
-
-
-
-

Things to do every week:

- Turn in all of my assignments
-
-
-
-

Things to do every year:

- Update my graduation plan
-
-
-
-

My goals after high school are:

- Receive training or continued education for the job I want
- Keep learning and reading everyday
-
-
-
-
-
-
-
-
-

Game Plan

Prepare for life after
high school

How do I start looking for a job?

Go to your local Workforce Solutions Career Office to receive information on careers, education, training and other opportunities after high school.

If you know what type of job you would like to have after high school then look for internships or volunteer opportunities to gain experience and learn more about it.

Workforce Solutions

Learn more about job applications,

résumés, searches, and careers:

www.wrksolutions.com/jobs/youth

What is a résumé?

Résumés provide information about your background, work experience and skills to people who are considering you for jobs. Many organizations, like Workforce Solutions, offer résumé writing help for free. They also offer help with job and career searches.

Use the information below to help start yours and have different people look at your résumé to help make it as great as possible.

A résumé should include:

- Contact Information (Make sure they can get in touch with you)
- Job Summary/Work Experience (Position, company, dates of employment, responsibility, achievements, skills and related experience)/ Volunteer Experience
- Education/ Awards/ Honors
- Skills (Computer, software or language skills)
- References

Sample Résumé

Your First and Last Name
The phone number you are most likely to answer
Your e-mail address

Work Experience *(list all of your jobs- with the most recent at top – include “odd jobs” that you may have done for your family or neighbors)*

Job Position, Company, Dates of Employment

- Responsibilities
- Achievements
- Experience related to the job you for which you are applying

Volunteer Experience *(Have you volunteered at your place of worship, at school or with another organization? Always look for opportunities to volunteer that you can add!)*

Volunteer Event, Organization, Approximate time you volunteered

- Responsibilities
- Achievements
- Experience related to the job you for which you are applying

Education *(Share your accomplishments and participation in school activities. What can you add to it while you are still in school?)*

Name of your school, Graduation class, Grade Point Average (G.P.A.)

- Awards received (Have you participated in any competitions?)
- Honors received (Have you been recognized for a special achievement?)
- Organizations (Are you active in any clubs or student groups?)

Related Skills *(What computer programs do you know how to use? Do you speak more than one language well? List the special skills you have that relate to the job.)*

- Microsoft Word/Excel
- Excellent writing skills
- Well organized

References *(Ask people who know you well if they will be a reference for a potential employer. Try to find three references who can talk to them about your work. List people like former bosses, teachers and other adults who know you and your work well.)*

Name of reference, Profession (How they know you), Phone number

How can I decide on an education after high school?

A great way to learn more about a school you are interested in is to speak with their admissions counselors!

- Start looking at different colleges/technical schools as early as possible to make the best informed decision about where you go. It is never too early to start.
- Going to an open house at a college or university is a great way to learn about schools and the type of resources they have for students.
- Plan ahead and keep track of dates for open houses and other new student events, including your high school's college nights. Start organizing your search below.

Open Houses and Student Events			
Name of School	Type of Event	Date of Event	Student Application Deadline

Don't pass up free money! Apply for student aid!

Free Application for Federal Student Aid

Get started with your financial aid search here and see how much you're eligible to receive for free:

www.fafsa.ed.gov or 1-800-4-FED-AID

Fill out your Free Application for Federal Student Aid (FAFSA) early! The earlier you fill it out the better your chance to receive more in financial aid! Don't forget to research scholarships on the web, also!

Game Plan

Get the workforce skills you need

“Workforce Skills” are more than reading, writing and math.

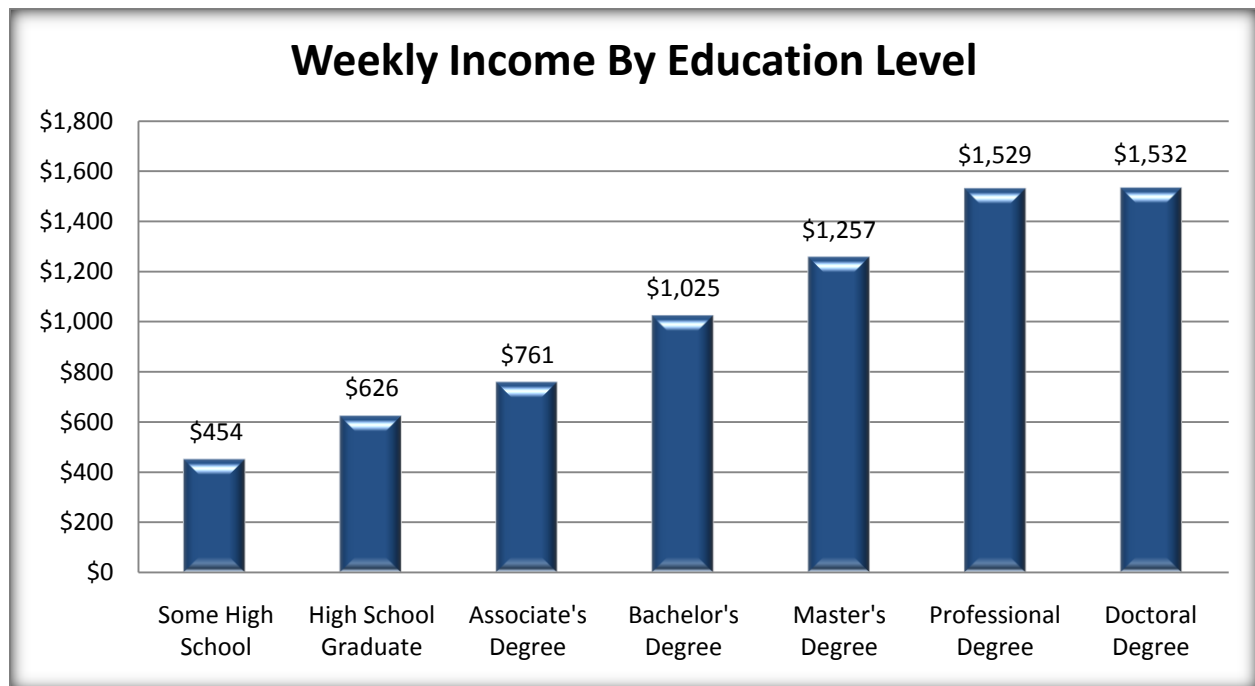
It includes being able to use technology, having good time management skills, being able to listen and communicate well as well as the ability to solve problems, make decisions and work well with others.

90 percent of all new jobs require computer skills!

Take advantage of classes that might be available in high school or sign up for classes at a community college to learn more! You can take classes in the evening or over the summer!

Math, Science, Engineering and Technology are among the fastest growing job fields. On average, these jobs pay more than other jobs that require the same type of degree.

It pays to learn!



Source: Bureau of Labor Statistics Population Survey

Don't wait until after high school to learn about the job field you are interested in. Use the following tips to find ways to prepare yourself for the career you want.

Have good computer skills

- Almost all new jobs require computer skills. The more familiar you are with computers and other forms of technology, the easier it can make your job. It also gives you another skill to help your job search as learn about available careers, colleges, scholarships and programs!

Never stop learning

- Continue to learn after you graduate whether you volunteer, enroll in college courses or find books that interest you. Find programs at the library or visit a museum!

Learn proper business etiquette

- First impressions are important! Take time during your job search to learn about how you are expected to behave at work and use our tips on the next page for job interviews.

Take some time to think about things that interest you and then write down ways you can learn about them in the space next to it. Also, look at our tips to prepare yourself for a job interview and managing yourself effectively so you can meet your goals.

Things I like to learn about:	Ways I can learn about them:
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.

Business Etiquette Do's and Don'ts!



When Applying... When Dressing...

When you submit a job application or resume in person, ask to speak to the individual responsible for hiring. Make sure to introduce yourself and smile!

If you submit a job application or resume by fax or e-mail, call to follow up and make sure it was received.

Make sure you're dressed appropriately if you drop off the resume. Look people in the eyes when you talk to them. Speak clearly, calmly and be aware of the tone of your voice.

Wear proper attire to interviews.

Men should wear a suit or sports coat, dress shirt and tie. Women should wear business suits or a blazer, either skirted or pants; or dresses. No miniskirts.

Clothing should fit well, be clean, pressed or wrinkle free and shirts tucked in.

Make sure your hairstyle is professional and try not to wear too much jewelry or perfume or cologne.

Game Plan

Manage yourself effectively

Organizational and planning skills

- Use a calendar and "to do" lists. This will help you keep track of deadlines. You should use a calendar for everything - including scheduling study time. As you get older, deadlines will continue to become more important. Use "to do" lists to help you keep track of your short term and long term goals.
- Keep an organized workplace. Know what you will need to work on assignments and keep reminders of your long term and short term goals. This will keep you on track.
- Prioritize what needs to be done "soon" and "not soon." This will give you more time in the day to do the most important things. When prioritizing, keep your grades and goals in mind!

Time management

- Plan ahead. Determine how long your tasks will take and work on large assignments in smaller chunks.
- Do the job right the first time. It usually takes more time to go back and fix mistakes when you cut corners. Focus on doing a quality job, not the quickest job.

Motivation and commitment

- Stay positive. Nothing great was ever done without enthusiasm. When negative thoughts creep in, remind yourself that it might be tough but you can do it. You'll get it if you keep trying!

Stress management

- Keep a healthy diet and lifestyle.
- Exercise regularly to reduce stress. It is a good outlet that can help you improve your focus and concentration and can make for a good break during your day.
- Eat healthy. A well-balanced diet with fruits and vegetables will give you the energy you need.

Effective study techniques

- Have a quiet study environment and schedule a couple of hours for studying every day.
- Split large assignments into smaller tasks to make them more manageable and do not wait until the last minute to do projects.
- Write down the due dates for your big projects in your calendar as soon as you get them.



TM

www.expectationgraduation.org/graduationgameplan