

KEYS TO SUCCESS

By: Sandy Haga

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Introduction

I am writing this book for a couple of reasons. One reason is that the school needs a book that teaches you all these things that we'll be talking about, because it is important that you know these things. You can know Algebra, and believe it or not, it can be a key to success. Why? Sure you may never use that in your life, but the self-discipline you gain from learning it, and the self-confidence you gained from facing the challenge and winning will stay with you for the rest of your life. All the things that you learn at school have their place and will help you in life in some way. But few things will help you as much as this book because it is directly about skills that will help you to be successful in life.

Another reason why I am writing this book is because I see so much need for it. I am watching kids face a world that is scaring them to death. I am concerned that they don't have all the skills that they need to be able to face the world and win. I want you to have success in your life. I have talked to most of you, but sometimes I worry that I don't say enough. So when you do this class, take your time. Really read the book and think about what it says. Not only read it, but also do what it says. The Bible talks about a man who looks in the mirror in James 2:23, "For if any be a hearer of the word, and not a doer, he is like unto a man beholding his natural face in a glass: For he beholdeth himself, and goeth his way, and straightway forgetteth what manner of man he was." This guy looks in the mirror and sees what a mess he is. He might see that his hair is sticking right straight up on his head, he might see that he has dirt all over his face. He takes notice that he is a mess but he goes away and doesn't do a thing about it. This verse talks about how the Bible is like a mirror that we look at. A lot of people read the Bible, but it doesn't do them any good. They don't do anything about what they read. If we don't apply the things that we read to our lives, then it won't help us at all. Reading this book (and any book that we read that could help us) is a lot the same. If you just skim through it and you don't pay attention to what it says, or if you don't do the things that you read about, then it won't do you any good. It won't really help you at all. In other words, read *and do*.

We'll talk about what success is, and how you can know that you can be successful. We'll discuss the steps of how to become successful, how to get a vision, and reach the goals that you set. We'll talk about the tools of the trade and where you can get those. We'll even talk about how to manage your time and your money. We'll discuss job skills, like how to get a job and how to keep it, even how to stay safe on the job. Check out the table of contents for a list of what we'll cover. These are called *Life Skills*, and that is the name of this class. The name of this book that we'll use in the class is *Success*. At the end of each chapter, you will have self-tests. Keep a notebook for this class. Do these questions in your notebook. Also, if there are some things that you want to remember, write them down in a different section in your notebook. Take notes. You will have an exam, at the end of the class. Don't worry; it won't be hard. The most important thing is that you pay attention, learn lots, and use this in your life.

Chapter 1. *What Is Success?*

When we look up success in the Webster's dictionary, there are two meanings. One is the obvious meaning that people usually think of. "The gaining of fame, wealth, etc." There is a second definition of success given in the dictionary, "A favorable outcome". A definition for successful is, "Turning out as was hoped for." True success is much more than wealth or fame. I have seen hundreds of young people come through my office who told me that their goal was to be successful: have wealth and fame. There have been very, very few who achieved those goals. Because many of them thought that was what it meant to be successful, they thought they were failures because they didn't accomplish those goals. To me, that isn't all there is to being successful. Let me give you an illustration. When you study Elvis' life you read about how miserable a person he was. As far as fame and fortune, we all agree that he had everything he wanted. Or at least everything he thought he wanted. I have heard the testimonies of his friends and relatives who tried to witness to him, telling him that God was the answer to the emptiness that he had inside of him. Elvis wouldn't receive what they said. He died a miserable man from an overdose of drugs. Success-of all people, he had what the world calls success. Money-he's still talked about as being one of the richest. Fame-he still sells records years after his death, most people in the world know Elvis by his first name. But in reality did he have success?

Success is much more than fame and fortune. Let me tell you about someone else. Tell me, which of these two were more successful, Elvis or this man? This man was my grandfather. You probably won't recognize this man's name. His name was Bill Young. I guess you could say that I am partial to him, but that isn't the reason why I say he was more successful than Elvis. Boy, that is some claim to make, but hear me out. My grandfather lived in the hills of Grayson County with my grandmother, and their three children. One of their children is my mother. He was a carpenter by trade. He also farmed and had a little dairy business where he sold milk, and he had a tobacco patch which he worked until he was in his 80's. He could do anything. Everything he did, whether it was on the job, or at home, he did well. He cared about what he did, and he cared about the people that he worked for. Years after he died people have talked about the quality of work that he did. He helped to build Oak Hill School, and he worked on the old Galax hospital. Even the carpentry work that he did at home, building out- buildings and other things, was such good workmanship that people mentioned his work to me not long ago, around 20 years after he died. The things that he built 50 or more years ago are still a testimony to the kind of person he was.

People also remember my grandfather's testimony. What is a testimony? It is what someone tells about God, their words they say, but it is also much more. It is the character that you have that displays your faith in God by who you are and what you do. It is one thing to say you are a Christian, but do you show your testimony by the kind of person that you are and what you do? That is important. My grandfather had a sound testimony. He was always honest and fair. He could be counted on to be there. If he said he would be there for you, he was there. You always knew where you stood with him. He was hard working and dependable. He had good morals. He didn't or say anything that was out of the way.

It wasn't in him to do that, because God had made a difference in his life. Everyone who knew him knew that about him. It was evident when you met him what kind of man he was. He not only lived right, he stood up for what was right. He was a peaceful man, he had a quiet peace about him, and when you were in his house, or on his place, you could feel that peace.

My grandfather loved God and loved going to church. He went to church everywhere and anytime he could. That was the highlight of his and my grandmother's life. Everyday they had family devotions, and as their grandchildren, we were required to be there. If we were there spending time with them, and they went to church, we had to go, too. I learned a lot about God and about what it means to serve him from my grandparents, and from my mother, who learned it from them. Today, all my sisters are serving God, and most of their children, and their grandchildren are, too. I think that if my grandparents would have been different, my mom would have been different, my sisters and I would have been different, and their children, and their children's children would have been different. Their lives would have been different, too. Because of my grandfather's testimony, four generations are serving God, and they have successful lives. I am sure that you can't say that about Elvis. The people that cared about him the most had the most terrible lives.

So what does it mean to be successful? Is it all just about fame and fortune? My grandfather wasn't at all rich. They didn't have a lot of fancy things. (However, today he walks on streets paved with pure gold, and you could definitely call that rich.) He wasn't world famous. You may even live in Grayson County, but you might not recognize his name. (My grandfather was a quiet man who didn't talk a lot about the things that he did to help others, but when he died, the local funeral home filled up and there was a line that stretched for over a block with people who came to give him their respects.) Can you be successful if you aren't rich and famous? Sure can.

Another definition that Webster's gives of being successful is "A favorable outcome, turning out as was hoped for." I think at the end of my grandfather's life, he looked at the building of his life, and saw that it was a good building. I think that he had peace with the way his life turned out. He also had peace with God, a real peace. A lot of people act like they do, but in their hearts they know they don't. My grandfather did for real. There are so few people who can say that. I think that is the true measure of success, when we can look in the mirror and see what we have become, and have peace with that, and know that our life has been good. He was a carpenter, a builder. He saw things from a builder's perspective, from a builder's point of view. I think he often thought about how the foundation of his life had stood, not only for himself, but also for his family as well. How the walls, and the roof of his life had stood firm even in the storms of life. He was able to say that things had turned out as he had hoped for. That is success.

There is a builder that the Bible speaks a lot about. His name is Nehemiah. His story is found in the book of Nehemiah. God must have thought a lot about this man to include his story in the Bible and give him a whole book. Read this whole book. It is a good story. It is set during a time when the nation of Israel had been captured by the country of Babylon.

During this period of time, the nation of Israel was made a slave to the nation of Babylon. Most of the people were taken to Babylon where they were made to serve as slaves. Nehemiah was one of those people. During this time, Nehemiah was like a slave to the king. One day he heard about how his country was in ruins, and how Jerusalem, its capital city, was in ruins. He got a vision. He purposed in his heart that he wanted to go home to rebuild Jerusalem. This was impossible. He was a slave under the king in a foreign land. He had no money, no one to help. His home city was in ruins, and there were few people left there. He didn't consider the problems. He prayed and asked God to help him, and he made sure that he was doing what God wanted him to do. He did what he purposed to do even though there were a lot of things standing in his way. He stayed encouraged no matter what he went through. He got his tools together and with the help of others, he rebuilt the city walls, and the city. These steps are the steps to success: get a vision, go with God, discipline yourself, stay encouraged, get your tools, keep focused, and go build your building (the building of a successful life). These are the steps that Nehemiah followed. If you notice, these steps are the chapters in this book.

How did it all happen? The king not only gave him permission to do this, which was a miracle in itself, he also sent with him many of the tools and materials he needed. When he got to Jerusalem, his fellow countrymen who had been left there were so discouraged that they couldn't believe that they could rebuild. They didn't trust Nehemiah. He gained their trust and got them to build with him. He didn't let people around him distract him or get him down; they didn't prevent him from getting the building done. The people in the neighboring country, the Ammonites, hated the Israelites, and tried to stop them from rebuilding the city walls. For a while the Israelites, (Nehemiah's people), had to build with a tool in one hand and a weapon in the other, there were so many attacks against them. They didn't stop until it was done. What was the outcome? Not only did they rebuild the walls, but they rebuilt the city of Jerusalem, and when it was restored, the nation of Israel was restored. Sounds like success to me.

Throughout this book we'll refer to this story about Nehemiah and how he built. We'll talk about how his principles of success can help you to be successful. In the next chapter, we'll talk about how *you* can be successful. How was Nehemiah able to go ahead and face all he had to face and still get the job done? He was convinced that he could. If he hadn't been convinced that he could, then he would have quit half way through. We'll talk about how important it is to know that *you* can be successful. Say it, "*I* can be successful."

Chapter 1 Self Test

1. What does it mean to be successful?
2. Why is true success more than fortune or fame?
3. What is a testimony?
4. Why is your testimony important?
5. Who was Nehemiah and what did he do?

Chapter 2. *You Can Be Successful*

It wasn't easy for Nehemiah to be successful with what he built. From day one, he faced trials. Still he was able to build and be a success. What kept him going? I think that the main thing that helped him was that he knew that he could do it. He believed that he could have success, even when everyone around him doubted him. If he hadn't believed that he could do it, he probably wouldn't have even gotten to go to Jerusalem. All the way through his story, you see him encouraging himself. This came because of his faith in God. In Nehemiah 1:11 he says, "O Lord, I beseech thee, let now thine ear be attentive to the prayer of thy servant, and to the prayer of thy servants who desire to fear thy name, and prosper, I pray thee, thy servant...." In chapter 2 verses 12-18 Nehemiah went at night around the city walls and he saw what a terrible shape everything was in. It didn't get him down. He encouraged himself again. He said in verse 18, "Then I told them of the hand of my God which was good upon me....So they strengthened their hands for this good work." Not only did he encourage himself, but also he encouraged those around him and they started working.

What does this have to do with you finding success? I was talking to a young man in my office. I asked him what his plans were for his future, what his goals were. He told me that he didn't have any, and what was the use for him having a plan because it wouldn't work out, he couldn't ever amount to anything. I had to talk to his head a little while, but after I did, he became convinced that he could be successful. If he hadn't changed his mind, or if he goes back into his old way of thinking, what do you think his chances for success will be? Not much. If you don't think that you can do it, then you won't get it done. Nehemiah found his faith that he could do it through finding his faith in God. You can do the same. We'll talk more about this in the next chapter.

I have known some students who hate math. They hate it because they don't think that they can do it. Maybe it is because in the past they had a teacher that made it too hard, and didn't help them with it. For some reason, when they even think about math they freeze up and their mind goes blank. They are afraid that they can't, so they can't. Life is a lot like that. Success is a lot like that. If you are so afraid that you can't, then you will freeze up and you will fail. Or if you think that you can't, then you will only halfway try. When you halfway try, you will fail before you ever get started. Some people don't make a plan for their future, because they think what is the use, it won't work out. Some people start out well, but give up when they face a problem because they aren't convinced that it will work out.

I know people who have become failures because that is how they see themselves. Your self-concept, how you see yourself, is important. If you see yourself as nothing but a loser, then you will lose. Learn to see the good qualities that you have, and there are more than you think. Everyone has their own good qualities, their own gifts. How was I able to help the fellow that was in my office? I got him to see his good qualities. He had a lot of talents he didn't know he had. He had been helping his grandfather since he was small. He knew how to do roofing, do carpentry work, fix motorcycles, and how to do all kinds of stuff.

There are lots of others who would love to learn all he knows. They will have to pay to go to college to learn all he knows. He has a really good personality. Most people who meet him not only remember him, but they like him. He has a very loyal heart. He is smart, even though he doesn't realize it. He is able to pick up things quick and learn how to do them. One of the main faults I see is that he has such a negative impression of himself.

What about you? What are your talents and qualities that you have that can help you have success? Think about yourself and make a list of your qualities. To give you some ideas skip ahead to chapter 4. You'll see a list there. (Be sure and come back to this place in the book after you read the list.) See how many of those qualities you have. Don't be like this young man who couldn't see anything good at all about himself.

It is easy for young people to have a poor self-image. Maybe it is because since there are so many young people who have a poor self-image there are a lot of young people who constantly put down one another. If you have a poor self-image, then you are likely to put down other people. That happens a lot. If someone has made fun of you, then you tend not to think much of yourself. You have to learn to ignore most of what people say, especially those people who put you down. Most people say what they say out of their own ignorance. So why listen to them. Don't take it to heart. If people care about you, then listen to them. They won't say things just to get you down. Maybe you have a poor self-image because your parents put you down, or someone in your family isn't kind to you. There are a lot of kids who go through abuse. That is hard. It is hard to believe in yourself when the person who is supposed to care about you more than anybody else is constantly putting you down. Sometimes parents have so many problems that they can't love their children like they should. They can't be the parents they should be. That really has nothing to do with you. Sometimes kids blame themselves for their parent's shortcomings. If a parent says something cruel, they take it personally. Don't take everything they say to heart. Just realize that a lot of times, it isn't them who is talking, it is their problems, maybe their addictions, or their dealing with their own failures that is doing the talking. Love them, but don't take it all to heart.

I didn't have a good self-image growing up. In school, I did really well. I graduated in the Beta Club that is a club for the students with the highest averages. I played the piano for the high school chorus and they went all the way to state that year. I was chosen to be the class secretary for our class out of over 200 students in our class. I did pretty good, but I couldn't see it. I was in my late 20's before I could see that I did well in high school. I didn't think that I could do anything right. I thought I was just a "nothing going nowhere". I didn't even see my achievements. Because of that, when I went away to college, I was easy prey to fall into doing drugs, and drinking. I failed college because that is how I saw myself, a failure. I didn't really try. Then after I messed up my life I finally gave my heart and life to God and I decided to do it His way. That turned my life around.

How did it do that? First, it helped me to love myself. When I found out how much God loved me, and that I was special to Him, I started to care about myself. Secondly, when I got saved, He came into my heart. He started working on the inside of me. He changed me.

He changed me to be a better person. He is still working on me today. It was no longer just me, but me and Jesus, Him on the inside of me. I couldn't separate the two. I could no longer hate myself because I loved the Lord and He was on the inside of me. Thirdly, I found a plan and a purpose for my life. God has a plan and a purpose for each of us. The happiest people are those who are fitting into that plan. The most miserable people I know are the ones who are running from that plan. Find the plan that God has for you, and know what purpose you were created for. The only way to do that is to yield to God's will and listen and do what He leads you to do. That is the only way that you will ever truly be successful. When all this happened it totally changed my life and I began not only to love myself, but to also see that I could, with God's help, do all kinds of things. I went back to college, and graduated. I was no longer a failure, but a miracle in the making. Still am. You can be, too. So we can see that knowing that you can be successful is important. One thing that we have to remember is success doesn't happen over night. Nehemiah didn't just appear in Jerusalem and the walls were automatically built. There was a process that he had to go through. He had to get a vision. He had to act on it. He had to start his journey, and he had to face discouragements. He kept going. He had to face battles. He had to face his own shortcomings. But at the end of the story he built the city walls, and the city, and his country. He did all this step by step, and that is what we have to do in our lives.

Our lives are often like a journey. You don't get to your destination without starting on your journey, without taking what steps you need to take to get there. Often, the most exciting trips take the longest preparation time, and the longest time to get there. Life is the same. We have to take steps to get to our goal. It will be a process. It won't happen automatically. We have to work at it, and tag all the bases, take all the necessary steps. True success won't come when we take short cuts. Also, there will be times when you fail, and you mess up, but that doesn't mean you are a failure. That doesn't mean that you won't be a success. Sometimes we start out, and we mess up because we are new to things. Maybe your first job didn't turn out too well. Maybe you got fired because you did something stupid by not knowing how to handle a situation. You have to learn. One way we learn is by making mistakes. When you fall down, pick yourself up, brush yourself off, and keep on going. The only way to fail is if you quit trying and quit believing. Let me say that again so that I am sure that you hear me, ***The only way to fail is if you quit trying and quit believing.***

We are going to start on a journey in this book, a series of steps. These steps will help you to be successful. Like we said earlier, if you just read these steps, and you don't do them, it won't help you at all. We have talked a lot about how true success is found when we get to know God, we accept His love, and we yield and do it His way. This chapter coming up is titled *Go With God*.

Chapter 2 Self Test

1. Why is it important to have a good self-image?
2. Why is it easy for teenagers to have a bad self-image, to not see the good in themselves?

3. Why do people make fun of other people?
4. Why is it important to find God's will for your life?
5. What does this statement mean-life is a journey, a series of small steps?

Chapter 3. *Step 1-Go With God*

We have talked in previous chapters how God can make a difference in our lives. In Nehemiah's life, God enabled him to be successful. In my grandfather's life, God enabled him to be successful. In my own life, God was there to make a difference. How do you find God? How can you find a relationship with Him that will enable Him to make a difference in your life? I have enclosed a chapter here from a book I wrote titled, *How Can I Be Saved*.

What does it mean to be saved? When I ask that question, I get a lot of answers. Some are a little strange. Some look at me and say, saved from what? That is a good question. What are we saved from? We are saved from spending eternity in hell. But there is a lot more. We are saved from a lot of things. One thing that we are saved from is loneliness. Loneliness drives a lot of young people (and old) into doing stupid things just to have friends. Have you ever been there? Loneliness drives us into doing anything just so we can fit into a crowd. Who cares what the crowd is doing, just as long as we fit in. When I got saved, one of the things that I noticed right away was that my loneliness was gone. God is the best friend you can ever have. He is always there. He knows you better than anyone else can, and loves you like you are. He sees all your weaknesses and still loves you. The Bible says that we are precious to Him. We are loved. Jeremiah 31:3 says, "The Lord hath appeared of old unto me, saying, Yea I have loved thee with an everlasting love; therefore with loving kindness have I drawn thee." God loves you with an everlasting love. He will never let you down. God's love is the reason why we can be saved in the first place. We can be saved because God sent His son to die for our sins. John 3:16 tells us, "For God so loved the world that He gave His only begotten Son, that whosoever believeth in Him should not perish, but have everlasting life."

To be saved we have to be forgiven. Part of what we are saved from is our sin, our wrong, our messes that we make in our lives when we don't do right. Jesus didn't die for us because we were good. He died for us because someone had to take the punishment for our sin, for our wrong. Jesus left heaven where He lived with God, to be born on earth as a baby, to grow up here so that He could understand what it is like to be human, so that He could die on the cross to take the punishment for all your sin. That is why and how you can be saved. That is how much God loves you. He sent His only Son, the one that came out from being a part of Him, to die on the cross for you. I don't understand how Jesus did all that, but that doesn't change the fact that He did it. I don't understand exactly all of the reasons why it had to be that way, I just know that it did. I don't understand everything there is to know about God, because God is a whole lot bigger than I am. I am glad He is.

God is a whole lot smarter than me, and He has been around for forever. I do know that for most of my life, He has walked with me every day, keeping me, guiding me, strengthening me, making the rough places smooth, loving me when it seemed like no one else was there, being the best friend that I could have, keeping me straight when I needed Him to. Still I don't understand all there is to know about God. He is that big. We may not understand it all. That is what faith is all about. Faith is taking Him at His Word and accepting what He says, and what He has done as true. I don't understand why He would love me as much as He does, but that doesn't change the fact that He does. We even have to take His love by faith. He says it is so and that settles it. That is what faith is. Faith is taking God at His Word even when we don't understand how it could be that way.

Before we get saved, God starts dealing with our heart. What does that mean? He starts showing us that He is real. He starts showing us that we are doing wrong. The Bible says that we are all so bad that we really can't naturally by ourselves do anything good. Just naturally, on our own, if God doesn't show us what is right and what is wrong, then we can't know it on our own. It isn't in our nature to know the difference. It is our nature to want it our way. It is our nature to make excuses for the wrong we do so that we can keep on doing it. Doing things our way won't give us a peaceful victorious live on earth, and it certainly won't lead us to heaven.

God shows us what is wrong when He convicts us. Then He starts leading us to give our heart and our life to Him. We start to feel His love. Somebody will say something about Him, and we start to feel lonely for Him. We start to want to have His help in our lives. Then we might be at church or talking to one of His children, or just lying by ourselves in bed at night and it happens. We start to feel God's presence. We feel His love just like He is there wrapping His arms around us. Nobody has to tell us He is real because we feel Him there with us. We may start to cry. We know that He is asking us to make a decision to give our heart and life to Him. We do. We say yes. We pray, "God, I give you my heart and life. I ask you to come into my heart. I confess my sinz and I am sorry for all that I have done wrong. I know that you forgive me. Please change me and help me to change my life." We tell Him that we are sorry. Our heart breaks because we can feel His love and we are sorry that we ever hurt Him by doing wrong. Then we ask Him to forgive us. Maybe we remember John 3:16. We know He will forgive us if we ask. Then we feel a load lift up off us. We know somehow that we have been washed clean from the inside out. We feel His love in a mighty way and we know that we are forgiven. We ask Him to come into our heart, and we know that He does. His Spirit comes inside of us. We feel different-new and changed. And we aren't lonely any more.

We don't have that empty feeling inside of us any longer. We know that we are loved with a great love-the greatest love we could ever find. We know that we are precious in His eyes. We become God's own children. We are special. We fit into a crowd that is the best crowd that anyone could ever belong to, God's family. It doesn't matter after that what anyone thinks about us or says about us. It doesn't change how we feel about ourselves. We are loved. No we aren't perfect. No matter. That doesn't change His love. God's love will love us like we are, but it is a love that will change us. There is a little song that says, "He's still working on me. To make me what I ought to be". That is how we are. We are a work in progress. We can be proud of who we are, even if we know we aren't perfect, because we know that God is working on the things that aren't perfect if we yield.

We have to yield to Him and let Him, and we have to be willing to do it His way.

Another thing that we are saved from is hopelessness. We don't have to be hopeless. God is our Father. He spoke and made the whole world. He made it right. It is a mess because we messed it up. If He can speak and create the whole world, then we know that He can take care of us. No matter how big your problems seem, or how bad the world seems, you have hope that things will turn out better. Romans 8:28 tells us, "And we know that all things work together for good to them that love God, to them who are the called according to His purpose." You might go through bad things, but even those will be turned into good. The Bible says plainly that you don't have to be afraid. You don't have to worry. 366 times in the Word of God it says to "fear not". If I look at the world and all the bad situations, my heart will fail me with fear. If I concentrate on all the bad things around me, I will feel bad all the time. Some people actually are sick because all they think of all the time is the bad things around them. If I think on things that cause me to be afraid all the time, I will have panic attacks and health problems. If I think about God and his Word, His love and His promises to me, I will be all right. No fear.

Another thing that we are saved from is having no direction. The people who have a purpose for their lives are the ones who stay out of trouble. Their life and their future is valuable, so they try not to do stupid things to mess them up. They are swimming strong, heading in a definite direction. They don't get pulled down as easily as the drifters, those who just float along in life. When you are saved, you get a new direction for your life. God calls us according to a purpose. He creates us with that special purpose in mind. He works on us getting us ready for that purpose. Yes, God calls preachers, evangelists, missionaries, singers, songwriters, people who work in churches and ministries. But He also calls teachers, mechanics, dentists, accountants, computer specialists, and more. This world is full of people without God who have no hope or purpose for their lives. Because of this, it is filled with people who don't know right and wrong. They don't care. When they do their jobs, they do them poorly. Because they don't know right from wrong, you can't trust them to be honest. Where would we be without Christian workers doing their jobs in the world? Find out God's purpose for your life. You have a reason to be alive. If you don't ever ask God to show you the purpose He has for your life, and on a day to day basis you don't ever do what He leads you to do, you will just stay empty with no purpose.

God also saves us from failure. We talked about how in the last paragraph some people give up because they fail so many times that they are afraid to try. When God comes into your heart, and helps you, you no longer have to be afraid to try. He gives you the strength to make it. We can't face life on our own. It is impossible. We can't overcome all there is to overcome on our own. We will fail, time and time and time again. But with God, when we fail, He will pick us up. When we keep trying, we will get it right, with His help. We don't have to stay a failure.

God also saves us from ourselves. I was a mess when I came to God. I had been saved when I was in the 6th grade. But when I was in college I left everything I had learned about God and headed out to find out what the big, bad world was all about. It didn't take long for me to wreck my life. I was an alcoholic by the time I was in my 20's. I was a reject from the 60's. I had tried every kind of drugs there were to try. I had done all the sinning there was to do until I was a total wreck. Like I said earlier, I had been saved when I was in the 6th grade. I knew right from wrong. My parents taught me. I read the Bible.

I read it when I was young. I went to church. Then one day I decided I was tired of being good. I wanted to know what it was like to be bad. I found out. It only took me a few years to wreck my life to the place that I couldn't fix it. I didn't care about anything because I had messed up for so long that I thought there was no hope for me. I am thankful that God kept me safe and kept me alive because I know that without a doubt if I had died in those days, I would have gone to hell. Then God opened up my eyes so that I could see again. He started dealing with me about coming back home to His love where I belonged.

When He saved me, He saved me from myself. You might be like I was. If you have left God and you have paid a price because of that, then don't give up hope. God still loves you. He will take you back home. One of my favorite stories is the Prodigal son. It is a story Jesus told to teach about God's love. A son left home with his inheritance. Partied it all away. Had a big time. Then reality hit. He found that when his money was gone, so were all his friends. He found himself working in a pigpen, feeding the pigs, so hungry that he ate the pig's food. He decided to go back home. He was afraid his father wouldn't welcome him home. As he went toward home, he saw his father, standing on a hill looking for him, where he had been every day since he left. Your heavenly father wants you to come home. When you come, you'll find His love for you just like it was before you left. Come home to His love. That is what I did, and I have never regretted it. God helped me to get my life together. He gave me hope, and saved me from myself.

When I started talk about all this, I mentioned how I always try to ask people if they have been saved. I do this because I know who I was when He saved me. I don't want them to go through the things I went through. When I ask people this, I get all kinds of answers. Some people tell me that they know they are saved because they go to church. The Bible tells us there is only one way to heaven and that is by having a real relationship with God. It is important to go to church. The Bible tells us to do that. It strengthens us. It puts us in the middle of the right crowd, and we need that. But church can't save us. We have to be forgiven, to ask Jesus to come into our heart, and then we have to serve Him with our whole heart. We have to obey Him. Jesus says in John 14:6, "Jesus saith unto him, I am the way, the truth, and the life: no man cometh unto the Father but by me." Then in verse 15 He says, "If ye love me, keep my commandments." How many people do you know that go to church on Sunday, and go out during the week and act like the devil, cussing, drinking, smoking, partying, and doing whatever. Then they go back to church on Sunday. Do they really know Jesus? Do they really love Him? Are they keeping His commandments? Are they really saved? Going to church can't save you. It can help keep you, but it can't save you.

Some people say that they are saved because they don't drink or party. They say that they are a good person and go to church, and because of that they are saved. Some say that because they are baptized they are saved. The Bible tells us that accepting Jesus is the only way to be saved. We can't earn our way to heaven. No matter how hard we try, we can't be good enough. The Bible tells us that our best is just filthy rags in the sight of a holy and perfect God. We can't be perfect and holy. We are saved when we repent and ask His forgiveness. When we ask Him in our heart, then we start to take on His holy nature. We do this because He is inside of us making a difference in us. That is the only way that we can ever be good enough to get to go to heaven. Being baptized can't save us. Baptism is something that you do to show people that you have been saved and forgiven of your sins.

We are baptized because it represents that we have been saved and made new. The water doesn't save us or make us new. The blood of Jesus shed on Calvary, and our accepting it and the forgiveness that it brings is what saves us. We stay saved when we keep our relationship with the Lord, when we read His Word and keep His commandments, when we listen to His voice and obey Him. That is how we can keep out of the things that can destroy us.

The saddest thing that I've heard people say is "I am too young to make that choice. I am too young to decide now. I don't want to decide that right now. There are other things that I want to do. I will put off being saved so that I can do those things." Then they destroy their lives and their futures by doing stupid things. Then something happens and they die and go to hell because they put off the most important decision that they could ever make.

Then there are the people who get saved. They do all the right things to get saved, they are convicted, they repent, they ask Jesus into their heart, then they go out and keep doing the same things that they were doing before they were saved. They don't find a relationship with God that is real. They don't love Him. He isn't their best friend. They are too in love with the world and the crowd to love God enough to give them up. They act one way with the crowd and another with God, but God sees them in both worlds. This world is hard to live in. There is an enemy, the devil, who wants to destroy you and keep you from serving God. There will be people around you who don't know God, who will try to pull you down. Being saved is something we have to live every single day of our life if we want to stay strong to overcome all this. It isn't like a new suit of clothes that we can put on when we want to, and take it off when we don't want to wear them. It is a change that takes place in our lives for real. It is a heart's commitment to serve someone Who we love with all our hearts. We have to care enough that we want to do what is right because we know that pleases Him.

You won't be perfect. You will mess up. But the Bible tells us that we have an advocate with God, like a lawyer pleading our case. His name is Jesus. Jesus died to forgive us so you can be sure that He will forgive you. If you repent and you ask His forgiveness, He will forgive you. But some people take this way too far. I had one girl tell me, "I can drink, I can smoke, I can do whatever I want to, because I have been saved. Jesus will forgive me" Something is wrong with this kind of thinking. When I think back to my years when I left God, I did just that. I left Him. It is like I moved away from God's love. I moved out of His grace. I no longer obeyed Him, and I didn't care that I didn't. I stopped letting Him convict me. I stopped asking Him to forgive me. I was not forgiven. If I had died then, I would have died in my sin. I know without a shadow of doubt that I would have gone to hell. John 20:23 tells us, "Whose soever sins ye remit, they are remitted unto them; and whose soever sins ye retain, they are retained". We have to make up our mind Who we want to serve. We can't act like the world and say we are God's children. It doesn't work that way. Revelations 3:15-16 tells us how Jesus feels about people who are neither cold or hot, but they keep things in the middle of the road, trying to have it both ways. He says, "I know thy works, that thou art neither cold nor hot: I would thou wert cold or hot. So then because thou art lukewarm, and neither cold nor hot, I will spue thee out of my mouth."

You can be saved. You can know that you are saved. Some young people, and old, tell me that they don't know if they are saved or not. Make up your mind what you want.

Commit your heart to the Lord. God will meet you more than halfway. If when you read this chapter you feel Him dealing with your heart, don't turn Him away. If you feel Him talking to you in your heart, if you feel His conviction, don't shove it away or ignore it. It is precious. If you haven't been saved, don't ignore that feeling that He is knocking on your heart's door. Open wide your heart. Let Him in. If you have been saved, and you feel His conviction, that feeling that lets you know that you are not where you should be in your relationship with Him, that you are doing things or having attitudes that aren't according to the best that you can be in Him, don't run from Him. Repent. Be sorry for the wrong you've done. Really genuinely sorry. Ask for His forgiveness. Ask Him to help you change through the power of His Spirit that is in your heart. He loves you so much and you need that love more than you'll ever know. Run to Him. I know that He will be there.

We live in a mixed up world. Wrong is made to seem right and right is made to seem wrong. The Bible talks about an "untoward generation", a backward generation. Here are some examples. I see people who constantly smell like cigarettes and liquor. They can't open their mouth without cussing. But if you mention God to them, they quickly turn religious and talk about how they pray and how God is there for them. I know people who live like the devil, but if something goes wrong, they right away start praying and expect God to be there for them. They don't commit a thing to do it God's way, but expect Him to commit to them. I know a guy who everybody said was the best. He loved people. He constantly was doing things to help them. He was an all around good fellow. But he never acknowledged Jesus as His Savior. When he died everybody talked about how surely he went to heaven. I know a guy who used to sing in bars. He says that most nights in some of the nightclubs they would end with people requesting Gospel music. I guess it was because when everybody got drunk by the end of the night they would get more and more guilty feeling, so they would start singing Gospel music. What about all these people that we talked about in this paragraph? Were they saved? When they die, if they don't change anything in their lives, will they go to heaven?

The Bible says in John 14:6 that there is only one way to heaven. "Jesus saith unto him, I am the way, the truth, and the life: no man cometh unto the Father, but by me." Salvation comes through Jesus who died so that we could be forgiven. We have to acknowledge that Jesus is the Son of God. Mary was the mother of Jesus, but she isn't the most important. She was just flesh and blood like us. We don't worship her. We worship Jesus. Then to be saved we have to accept Jesus as our Savior. We have to acknowledge that salvation comes through Him and we have to acknowledge our need to accept salvation. We have to be sorry for what we have done wrong, we have to repent of our wrongdoing, our sin. We can't make excuses for our sin. If you aren't sorry for your sin, and admit your sin, then you won't ever be able to change. You will never be set free from it. You have to let go of the old ways to take on the new ways. You can't hold on to anything that you do wrong if you want to be a new person. The Bible says that we can be "new creatures" in Christ. God can make us new, clean our slate and start us over. When we repent, it can't be a casual "I'm sorry, God". It has to come from the depths of our heart. Then He will forgive us and clean us up. It will be like a soul washing and cleaning experience. You will definitely know when that happens for real.

We acknowledge Jesus as the Son of God. We acknowledge we need salvation. We repent because God's Spirit is dealing with our hearts, leading us to him. He opens our eyes.

He opens our eyes and we can see the wrong things that we are doing that are destroying our lives. Then we ask Jesus to come into our heart. The Holy Spirit, a part of God, comes into our heart to live. We were created to have a place in us where God's Spirit can live. Sounds fantastic, but that doesn't mean that it isn't true. Before we are saved, we have an empty place inside of us. When we are saved, God's Spirit comes in and we are no longer empty. When He comes into our hearts there is a change. God wipes us clean. I have known people to lose years off their faces, even their looks changed. When God changed their life through salvation, years of hard living, the wages of sin, rolls away and they were made new. When that happens, we no longer want to do the things that are destroying us. We open our eyes and see things the way they are. Bad no longer looks good. We have someone inside of us helping us to stay away from those things that can destroy us. Addictions no longer bind us. All the mess of our life begins to straighten up. We are made new. We have the Spirit of God inside our heart to help us stay new. God helps us to change from the inside out. He comes in and enables us to change.

We then acknowledge our commitment to God because of His love for us. Salvation is like marriage. The Bible compares the church-God's people-to a bride. One such verse is Isaiah 62:5, "...as the bridegroom rejoiceth over the bride, so shall thy God rejoice over thee." Salvation is like saying your marriage vows. It is a lifetime commitment because of God's love for you and your love for Him. Then you start to grow in your relationship with Him, just like you would grow in your relationship with your spouse. You get to know God. You get to know Jesus. You get to know the Holy Spirit, God's Spirit. They lead you and keep you. They strengthen you. They continue to change you and enable you to win whatever battles you face. All this is what it means to be saved. Do you have to be like all those people I mentioned in the paragraphs before this one: the guys at the bar singing Gospel music in their beers, the man who was good but didn't know the joy of loving and serving God, the people bound in their sin. Praise God, no you don't have to be that way. You are saved. For real.

The key to it all this is knowing that you can't do it by yourself. The Spirit of God comes inside your heart to live. He will help you. Some people try really hard to live a Christian live on their own. They can't do it. So they start making excuses for the things they do. It may be that they can't do it, because in their heart they really don't want to straighten their lives up. It may be that they can't do it because they are trying to do it on their own. If you are trying to do this on your own, you won't be able to. We've talked about before how God's Spirit comes into our hearts when we are saved. He helps us if we let Him. He works on the inside of us cleaning us up, giving us strength to do what is right, leading us to do the things we should do and away from things we shouldn't do. He convicts us, lets us know what is wrong and what is right so that we know. The Spirit of God refreshes us and renews our mind so that we can think right. It keeps our emotions right. God's Spirit inside of us can do all these things if we let Him, if we submit to Him, yield, and let Him have His way. If we stubbornly try to do it on our own, then God's Spirit can't have His way.

We can also have the Baptism of the Holy Ghost. That is when we are filled up to the brim with God's Spirit. God's Spirit totally fills us. This gives us more power to overcome, more boldness to stand against the devil, more strength, and power in our prayers.

When we receive the Baptism of the Holy Ghost we are able to speak in tongues. That means that the Spirit of God prays directly through us in His language. It is a prayer language straight from God. If you don't have the Baptism of the Holy Ghost, and you want to learn more about it, let us know. We would love to tell you more. It is the key to unlock victory in your life. It will help you to overcome things that trap you.

We've talked a lot about how finding a right and obedient relationship with God will help you to be successful. It is the first and most important step that you can take. We find success through our relationship with God, and we can find success by obeying His Word. God's Word is His instructions to us on how to live, what to believe, how to act, and it even tells us how to have good success. It has the power to make us successful if we obey it. Joshua 1:8 says, "This book of the law shall not depart out of thy mouth; but thou shalt meditate therein day and night, that thou mayest observe to do according to all that is written therein: for then thou shalt make thy way prosperous, and then thou shalt have good success."

The Bible isn't just like any book. How many books do you know that were written thousands of years ago, and the author can live in your heart and explain the book to you? The Bible wasn't just written by people. It is the inspired Word of God. That means that God's Spirit impressed people what to write. He led them to write what they wrote. How do we know that? One of the reasons why we know it is because of the prophecies that are in the Bible. The Bible is filled with things that were foretold, that later came true. For example, there are over 300 prophecies about Jesus that were written hundreds of years before he was even born. For example, someone wrote hundreds of years before Jesus was born where he would be born. He was born in Bethlehem because the Romans during that year declared a tax to be taken and it had to be paid in the birth city of the father. How did the person who wrote that know that would happen? God told them what to write. It was prophesied when Jesus hung on the cross that the Roman soldiers would gamble for his robe at the foot of his cross. That was written hundreds of years before Jesus was even born. The Bible is filled with prophecies. Some of them are coming true today. That is one of the ways we know that the Bible is the true Word of God.

We also know that the Word of God is true because we experience it through faith. When I first became a Christian I didn't understand God's Word. It was easy for me to think that part of it didn't work for me. However, as time went on and I got to know God better, and I grew in my relationship with Him, then my faith grew. My faith stood the test of time. When trials came it was easier to hold onto my faith and my relationship with God because I remembered all the miracles I had seen, and the times when God worked miracles for me. I remembered all the times His Word was proven to be true by what I experienced. As you grow in being a Christian, and in your relationship with God, your faith will grow as well. You will know that God's Word is true because you will experience it.

The Bible is filled with things to guide us. We have talked before about if we don't read it, and we don't obey it, it can't help us at all. If we don't do what it says then we have no business running around talking about how it doesn't work for us. The Bible can guide us.

It guides us into a lifestyle that leads to success. It also leads us into finding a relationship with God. As we have mentioned, that is the main key to success. In the next chapter we'll talk about how who you are and what you do matters. We'll talk about how to change when you don't like who you are.

Chapter 3 Self Test

1. How can you be saved?
2. Have you been saved?
3. Name some things that God saves us from.
4. How do we know that the Bible is God's Word?

Chapter 4.

Step 2-Who You Are Counts

This is a very important part of this book. Attitudes mean a lot. If you fail at this, no matter where you go or what you do, you will not be successful. Wherever you go, you will be taking yourself. If you have a bad attitude, or if you fail to have the characteristics we will discuss in this chapter, you won't make it no matter where you go. As a human being we are quick to blame our failure on everyone and everything else. We can blame our failures on the job, on the management, on the people we worked with, or even on the machines we operate, but bottom line, we have to be able to admit that the problem may be ours. If we don't admit that then we will always fail on our job. Here is a check sheet to check if you may need to work on some areas that are weak. These are called *Work Ethics* and they make up who you are.

There are many attitudes that are like keys to unlock success. In this chapter we will talk about these. An example of one such characteristic is respect. I was talking with a student the other day, and they made a profound statement. We were talking about how people had been writing on the walls in the bathroom, classroom, and on the desks. I mentioned how that was so bad since this is a church and this showed that they didn't respect the church or us. This is the first year that we have had such a bad problem with this and I suspect that it is just a few students that are doing this. The student I was talking to said, "That is because they weren't taught to have respect." That is so true. So many kids today don't know what it means to have respect. They don't respect themselves so they don't show respect to others. They don't respect God. They don't respect their elders.

Why is it so important to have respect? Respect is a key that unlocks your success. If you treat people with respect, they will have respect for you. If you respect God and His Word, then it shows that they are valuable to you, and God will honor that. Respect opens doors.

How can that be true? There is one young man who comes to school. Every time he answers a question, he says yes ma'am or yes sir. He is very polite in all he does. He shows his respect for others. I know that he will do well in finding and keeping a job. He will do well in college. How can I know this? People value respect. When you respect others, they will respect you. Because of this, respect opens doors. A personnel manager of a factory told me that if someone comes in for an interview and they are respectful, they more often than not will get the job. When you have a job, respect other workers and they will respect you. The attitudes that you show others will often be what you get back. Respect is one of the characteristics. We'll discuss it more and we'll list others. All these are traits that can open the door to success.

How do you rate yourself on a scale of 1 to 10? Five is so-so. One is poor. Ten is excellent:

1. Respect
2. Loyalty
3. Dependable/Responsible
4. Honest
5. Hard Working
6. A Thinker/Safe to Work Around
7. Saving-Not Wasteful
8. Sincere/Caring About the Job
9. Watching Your Mouth
10. Positive
11. Friendly
12. Not Pushy or a Push Over
13. Flexible
14. Able to Follow Directions
15. Tactful-Considerate of Others
16. Can Accept Good Criticism
17. Courteous
18. Helpful
19. Can Work Well With Others

Can you think of other traits that would be important on the job?

Now I'll give some examples of some of these and we'll discuss why that character trait is important. Then go back and re-evaluate yourself.

1. Loyalty

There are many types of loyalty. Here are 3:

- a. The first I think of is loyalty to God and your faith in Him. That means never compromise in the stand that you make for God and for what you believe in. One example is Nehemiah's loyalty.

- b. The second is loyalty to yourself. I don't mean in a way that you think only of yourself in a spoilt way, but I mean respecting yourself. On the job this could be doing your best because you take pride in what you do. It could mean not allowing yourself to be put in a position that compromises your well-being. This could be not allowing yourself to be sexually harassed because you want to keep your job. This could be not allowing yourself to compromise on who you are and what you stand for because of your work. On the other hand, you can't ever take the attitude that I have seen a lot of young people take. They come in after working a day or so at a good job and tell me they have quit. They didn't want to work there because so and so talked hateful, or somebody didn't treat them just so. In the work place we have to grow up and not wear our feelings on our sleeves waiting for somebody to knock them off so that we can pitch a fit and quit. You will have to put up with all kinds of people in the work force, some in management and some that work with you. If you learn to have the right attitude, often you'll find that those around you will do the same. But if you are ever put into the position where you feel like you need to compromise to be there, be loyal to yourself and walk away. Nehemiah was loyal to himself. He believed in what he had come to do. It didn't matter that the others told him it was impossible and turned away from him, he stayed loyal to himself, and because of that the others were convinced it was possible and they came to help. The job was done, and he was a success.
- c. You also need to be loyal to your work place. If you don't show some type of loyalty to your job, you will wind up with your job being given to another. Never take the attitude that you don't care about that job because you can leave in a minute and find another. With the world's economy in the shape that it's in today, you may not find another. With all the plant closings and lay offs that are going on, you might find yourself without a job, period. At the same time never be so afraid of loosing the job you have that you accept being treated wrongly and unfairly because you are afraid you will not be able to find another job. Somewhere along the line you have to trust God in helping you find the right job and keep it. Like I said earlier, though, if you aren't saved and you aren't listening to God direct your life, then you can't expect him to help you find the right job. If you aren't living right and doing the things that you should, then you can't expect him to help you to keep the job. Part of all this is up to you.

2. Respect

Respect goes hand in hand with loyalty. We have talked some about respect in the introduction of this chapter. Let's discuss it more. Respecting ourselves is important. If we do not have respect for ourselves, then no one else will. A lot of people find themselves being treated unfairly or being cast out and they don't realize it may be because of their own attitude. If you don't respect yourself other people will use you, abuse you, mistreat you and so forth. Often our attitude toward ourselves creates an attitude in others toward us. In other words what we dish out, we get back in attitudes.

Sometimes an attitude of respect for ourselves will create in others an attitude of respect. Also, we need to respect those that are in management over us. That doesn't mean that we only respect them when we think that they are being perfect. That doesn't mean that we only respect them to get them to do what we want them to do. That doesn't mean that we only respect them, but then talk about them when their back is turned. That means that we respect them because they are in a position of management over us and we are to function in that. If we never learn to allow people to become our boss, we will become failures in life.

I remember telling my mother that I couldn't wait to turn 18 because I would never again do what somebody told me to do. She asked if I planned to go to college. I answered, yes. She said teachers there would tell me what to do. If I wanted to pass, then I would have to do what they said. She asked if I planned to get a job. I answered yes. She said if you don't do what those that pay you ask you to do, you will not keep that job. Then she asked if I planned on getting married. I answered yes. She said that if my husband never got his way because I always got mine, that marriage wouldn't last. Then she asked if I planned on going to heaven when I died. I answered that I did. She said if you don't submit to God and do things His way, then you won't. That was a life long lesson on getting my own way.

We need to respect those that are over us. They are the ones we are working for or they are working for the ones we are working for, and they are given the job of being over us. We do what they say with a right attitude. That's how we get the paycheck. If you don't respect that, then you won't have a job for long. Sometimes if we have a genuine attitude of respect that will go far on a job. I don't mean an attitude of "sucking up" to the bosses to get what you want, but genuine respect. When you show others respect, they will begin to respect you. Respect for the people in the work force is not a common thing. Respect others and they will definitely take notice.

Also, we need to respect those that work around you. You will find yourself working with all kinds of people. Respect them and treat them with kindness. You'll find that they will return the favor. Respect yourself, and respect those around you.

3. Dependability

Be dependable on the job. If someone tells you something to do, never let it be said that they had to tell you more than once before you had the job done. Be hard working and responsible no matter what the job is that you do. So many people today have lost having pride in their work. That is why so many things are manufactured sloppily and fall apart. That is why as a nation we are known for making things that are of a lesser quality. That is part of the reason that our manufacturing was moved overseas. If people in today's work force had taken pride in the job that they did, the manufacturers wouldn't have wanted to move overseas to cheaper labor. Taking pride is important no matter what you do. Contractors that don't take pride in what they do put people's lives in danger in badly constructed buildings. Mechanics who don't take pride in what they are doing put people into dangerous situations in badly fixed vehicles. This may seem far-fetched to you, but even a floor sweeper who doesn't take pride in his job can put

other workers in danger by leaving things on the floor that can cause them to slip and fall. Your job is important or somebody wouldn't be paying you to do it. Take pride in it no matter what it is. Do it with all your heart. Your job may be to clean commodes. The other day I purposed in my heart not to go back to a certain restaurant because the bathroom was so filthy. My thought was, if the manager can't keep the bathroom clean, then I don't even want to see the kitchen. Normally I am not that picky, but it was that bad. Your job may be to keep the bathroom clean. Don't underestimate your job no matter how unimportant it seems to you.

If you don't care, you don't consider your job important, and you don't care about doing a good job, then you will eventually stop caring about yourself and you will develop an attitude of not caring for anything. Most of your time is spent at work. If you don't care about your job, then it is too easy to take on an attitude of not caring about anything. Be there on time. Be there when you are supposed to. Be there on the scene when you are needed. Be there at your appointed place. If you aren't, somebody else will show up and that's who will be there. Be there and do your job with all your heart. That is a key to success. When you are given a job to do, finish it and finish it well, or that job will be given to someone who will.

4. *Honesty*

We live in a world where people sometimes would rather tell a lie than tell the truth. In the work world people start by lying on the application and it gets worse from there. Your integrity is the most important thing you have. All too often people get to the place that no matter what they say, no one will believe them, even if they are telling the truth. I can remember down through the years I have had lots of young people in school who lie to get out of trouble. Then there would come the time when they really didn't do it, but I didn't believe it when they told me they didn't. The truth will stand. If you are a truthful person then that will stand for itself. Also, you need to be honest so that you can take pride in who you are and what you stand for. A liar can never respect themselves. Sad to say, if you tell enough lies you will start believing them yourself. I have met a lot of people who lived in a lie and convinced themselves that it was the truth. Don't deceive yourself.

A thief is worse than a liar. If someone steals from a company or from other workers, that can ruin their work record for life. Or if it isn't on your work record, that information will be passed on from employer to employer, and it will hinder you from getting a job. Don't think that you can steal and not get caught. What you do will catch up with you. There are different ways to steal. Cheating on your time sheet is stealing. Lying about your hours is stealing. Lying about what you do when you say you are on the clock is stealing. Taking things from the work site is stealing, even if you make the excuse that they don't need that stuff anyway. Excuses don't make the wrong things that you do right.

5. *A Thinker/SAFE to Work Around*

A lot of people don't think about what they are doing. Their job isn't first in life.

Their job comes second or last, and they work all day with their mind on everything else. They are not able to concentrate enough to listen to instructions. If they do hear them, they don't remember them 5 minutes later when it comes time to do them. To be able to remember instructions and carry them out, you have to be a good listener and a thinker. Think about the things you are told to do. When someone is talking to you make it a priority to listen and only have that on your mind. Train your mind to concentrate. If you don't, you will be a danger to work around, believe it or not even if you work in an office. If you don't pay attention to what is going on around you and what others are doing you can get hurt and hurt others. If you don't pay attention you could be costing the company more than they pay you. If you don't listen, think, and carry out instructions, you won't keep your job for very long.

6. Be Sincere

Be sincere on the job. Care about what you do. Be genuine in your attitude to the management and to those around you. That is a good way to advance to the place where you are management.

7. Be Saving

Don't be wasteful with another man's goods. You may think that your manager, boss, or business owner is a very wealthy man that can burn money. That doesn't give you a right to burn it by being wasteful of his property, which is the material you are given to work with. If you work in an office, don't waste. If you are a mechanic, construction worker, computer expert, or cosmetology worker, don't waste. If you waste what you use, you may one day find you have wasted away your own paycheck.

8. Shut Your Mouth

Most of the problems that people have on the job come because they have not learned when to talk and when to be still. Most people who lose jobs lose them because they have said things that made others mad, or somebody else said something that made them mad. Think before you speak. You can't take back words that have already been said. At the same time you need to realize that words are just words. When someone says something that bothers you, most of the time you need to just take it with a grain of salt. If people see that what they say gets to you, they will keep on just to see you get in trouble. Don't let that happen. Decide what is important and ignore the rest. If it gets to the place that you can't, it might be a good idea to go to management about it. Don't run to them over every little thing though. If you do, soon they will just laugh when they see you coming.

If you have a temper, learn to control it. You won't last on the workplace if you don't. It is important to learn how to deal with others. People you work with won't be perfect, and neither are you. Learn how to get along with them. Learn ways that you can manage your anger. One way is just to walk away. The Bible says a soft answer turneth away wrath. In other words, if you answer anger with a quiet soft answer, it usually dies down. If you answer back with a lot of noise, then you'll get a lot of noise back. We'll talk more in a future chapter about managing anger, and how to get along with people.

9. Be Positive

A positive attitude will determine whether or not you will make it. Some people become so negative in their outlook that everything looks bad and can only get worse. They only see the worse in the people around them and in themselves. They constantly find fault with their work place and their bosses. A negative person gets up and looks for the clouds and looks for rain. A positive person gets up and looks for the sun and prepares for a beautiful day. What we look for is often what we get. If you only see the worse, you will never be satisfied. Negative people go from job to job and are never happy. They never realize that the problem is themselves. It is easy to get into a negative frame of mind without realizing it. To test yourself, listen to see if you say good things or only bad but those around you. If you find that you are caught in saying only bad, then you need to change that negative attitude before it damages you and those around you.

10. Be Friendly

Your face is a mirror that reflects other people's attitudes to you. What do I mean by that? If you smile and you are friendly to others, they will reflect that back to you. The attitude you give others will be returned to you. The golden rule really works. Do unto others as you would have them to do unto you. Treat others friendly and they will return it. If you want to be surrounded by a bunch of friendly people, show friendliness to them, even if at first they shun it and treat you bad. Keep it up and they will eventually be won over.

Now go back and go over the checklist I gave you at the beginning of this chapter. Are there some things that you need to work on? If there are weaknesses that you need to correct, you need to do so. We can take a job training class that will prepare us to be the best worker in the universe, but if these weaknesses are there, we will not be able to make it and be successful in the work world. If these weaknesses remain, we will go from job to job and blame our failure on everyone else. Work on those things that cause you not to be successful. Having weaknesses doesn't make you less than everybody else. It just means you are human. The key to success is realizing your weaknesses and doing something about them. The key to success is letting God help you to overcome your weaknesses. We will talk about how what you do is a key to your success coming up.

Chapter 4 Self Test

1. Name 5 of the 15 characteristics that we need to have to be successful.
2. Did you rate yourself with these? How did you do? Which ones do you need to work on?
3. Why is it important to be dependable?
4. Why is it important to be honest?

Chapter 5.

Step 3-What You Do Matters

The school's records show a lot. We have lots of records, over 20 years of records. When I think back through these records I remember the students whose transcripts were requested by colleges or trade schools that they applied to. There are other students whose transcripts were requested by job sites that they were being interviewed for, many of them were good opportunities. There are other students whose transcripts were requested by jails or prisons that they were in. There are other students whose transcripts I have filed in a different place because they will never be requested. That is because these students are dead. What you do matters, even when you think that it doesn't, even when you think that no one else will know, it does matter. I don't remember anyone I talked to who said that they knew that what they were doing would turn out bad. Sometimes I talk to students warning them about the possible consequences of what they are doing. I can tell by what they say, or by the look on their face that they are going to do it anyway. "That may have happened to someone else, but it won't happen to me" is usually the first thing they say. Or they may just totally ignore the possible outcomes. Sometimes we are like ostriches-we bury our head in the sand while our behind is sticking out as a target. I got a letter from a student who wrote me from prison. He told me, "If I had just listened to all of you and to my mom, I wouldn't be here today." What we do matters.

Lets talk about the last category of students first. You probably know more than one young person who has died doing something stupid. It may have been drugs, or drinking, or just acting careless because they didn't care. It may have been because someone else did one of those things. It may be that because they ignored the hope they could find, they took their own life. For whatever reason, they have gone on to their reward, whether that reward was heaven or hell. Many of these kids didn't think that they were important, but all of them left behind family, friends, and acquaintances who mourned them. If they could have realized how important they were, many of them would still be alive today. It was very important what they did. What they did mattered.

There are consequences for your actions and if you recognize this and live accordingly, you will have success. If you ignore this, then you won't be successful. This is true in different areas of life. If you ignore this in your personal life, you will have a life full of defeat, strife, problems and situations that rise out of your wrong choices. You will have a life that will be so full of drama and problems that you won't have time to work on success. You will carry all this into your work world and it will hinder what you do there. You won't even be able to do your job because of having your mind on your own drama. Some wrong choices can stop you from being able to have your dreams before you even get started working on your future. Wise up. What you do matters.

If you ignore this rule, (what you do matters), in your workplace, you can count your chances of success goodbye. If you don't think things through before you act or speak, you can lose your job, and if you do this too many times, you can lose ever being able to find a good job. Your work record goes with you. You may not put down on an application that

you have been fired from a job, but personnel managers are always in contact with one another. If you get a bad reputation, it will follow you. There are too many people out there who are looking for work. Don't risk losing your job because you act before you think.

Sometimes, if it is their first job, it is hard for young people to see how important it is to go to work. They don't want to get up early, so they call in sick at every excuse. Your employer will hire someone in your place that will come to work. Some young people don't like doing their job, so they do it half-heartedly. Your employer will find someone to do your job that they can count on. Some people think that they can act how they want to, and treat co-workers how they want. Your employer will find someone who knows how to act. There are too many people who are looking for jobs. Learn how to hold onto the job that you have. We will talk more about this in a later chapter.

Some of the consequences of our actions can last a lifetime. Our actions will not only affect us, but it will also affect everyone around us. I know about someone who started drinking. I am sure that when they took their first drink, they thought that it wouldn't do any harm. They may have even done it in secret thinking no one would know. At least it may have been that way when they first started. They became an alcoholic. I am sure that when they started drinking, they didn't know that is how it would be. They died an early death because of alcohol. Their son died an early death because of alcohol. Their grandson died an early death because of alcohol. Their great grandson died an early death because of alcohol. Their great great grandson died an early death because of alcohol. Four generations of family were affected because of that one mistake. What you do matters.

Don't make excuses for what you do. Listen to the advise of those who are around you, especially to the advise of those who are older, (those who have been there done that, and learned better). Be willing to admit that you are wrong. That is the first step in correcting a bad situation. Be smart and act smart. Don't get caught up in what the crowd is doing. Too many people have messed up their lives by being followers. The Bible talks about the blind leading the blind, and everyone falling into the ditch.

One of the keys to having a life that is successful is having self-confidence, liking you. We talked in an earlier chapter about how important that is. If you like yourself, you will be less likely to follow a crowd into doing stupid things. You will care too much about your life and your future to do that. You will be less likely to get into bad situations, because you care about the outcomes and consequences for what you do. Caring for others will also keep you from doing things that can turn out badly for you. If you care about your parents, and your family, you won't do things that will hurt them. If you really care about your friends, you won't do things that you could regret, and you won't get them to do things that could turn out bad for them.

Sometimes people get into bad situations because they really don't know that what they are doing is wrong. The Bible is a good place to learn what is right and what is wrong. One of my favorite chapters is the book of Proverbs. A man, Solomon, who is known even today for being the wisest man who ever lived, wrote it. He wrote it to teach his son truth.

It is a good book to read. He told his son to get all the wisdom he could. Wisdom means right thinking. If you have wisdom, it will help you avoid many situations that could destroy you and your future.

It is important that you keep a vision, that you have something that you are looking forward to in your life. If you have a goal that means a lot to you, you won't be doing stupid things to mess that opportunity up. We'll talk about that more in the next chapter.

Chapter 5 Self Test

1. Why is it important to think about consequences of your actions before you act?
2. How can having self-confidence keep you out of trouble?
3. Where can you go to learn right from wrong so that you can stay away from things that can mess your life up?

Chapter 6. ***Step 4-Get a Vision***

The Bible tells us in Proverbs 29:18, "Where there is no vision, the people perish..." This verse was written by Solomon, we talked about him in the last chapter as being the wisest man who ever lived. A vision is something that we look ahead for, something that is an important goal in our life. The people who have a vision, something they are headed for, something that is a motivation for them to get up in the morning and work toward, are the people who become successful. Those who don't have this fail, or they perish. They don't care. They have no motivation to keep them going.

One example of some one who got a vision was our old friend Nehemiah. What if he had never got a vision to rebuild Jerusalem? How would his future have been changed? Remember, at the time he got his purpose for his life from God, he was just a slave, serving the king. He probably would have stayed a slave until the day that he died. His home town wouldn't have been rebuilt, and his country wouldn't have been reestablished. Because he got a plan, a vision for his future, and because he kept that plan and purpose, his life and the lives of those around him were changed.

It is important to have a plan for your future, whether you are 16 or 26. A lot of times young people get burned out with school in the tenth grade. They are too far away from graduation for them to see the "light at the end of the tunnel". Long about that time they are not sure what they want to do or be and they have no purpose. Things don't fit together. They can't see the reason for trying hard in school and often for staying out of trouble and doing their best in other things as well. Because they don't, they mess up in school and fail. This puts them behind and that can cause them to have an "I don't care" attitude. (This same sort of thing can happen, too, if you have had a few bad times with jobs that didn't

work out.) When you fail, you can lose your vision and you can stop caring. Any time that you lack a vision, a reason to push on and try for, it is easy to quit caring. You stop doing your best and you don't care whether you fail or not. The Bible says that when people lack a vision they perish. That is wise. It is good to start making a plan. Get excited about pressing on toward a goal.

Make preparation whether through some type of job program or through the classes you take to head toward your goal. If you are older and you have lost your vision, you can make a new plan for a new future. It is never too late to start over. One of the most encouraging stories I have heard about is the story of a man whose restaurant burned down when he was in his 60's. He didn't throw up his hands and quit. His hard luck gave him the incentive to start trying harder. Sometimes we just have to get our chin up and fight back. This man did. You know him. His name is Colonel Sanders. The chain he started (*Kentucky Fried Chicken*) is one of the biggest chains in the world. It was started because of him facing the challenge of losing it all. Get a vision. Don't stay defeated when circumstances get rough. Make plans and get your chin up. If you fail, remember, you aren't a failure unless you give up and stop trying. Learn from your mistakes. Then keep on keeping on.

We've already mentioned that the number one step in making plans is to get to know God personally and allow Him to direct your life. You can't succeed on your own. To succeed for real you need God. That success may not make you the richest man in the world, but if you find peace of mind and peace in your heart and contentment with what you do, then you will be successful beyond measure. Only God can direct you in that direction. God knows what jobs will be available to you in 2 years, in 10 years, in 20. He knows what you will be happy and useful at for the remainder of your life. It is true that He calls some to be ministers, singers, evangelists, missionaries. But He also calls some to be carpenters, mechanics, hair stylists, secretaries, teachers, nurses, and many other things. Where would the world be if all the Christian workers stopped working and joined the ministry? Let God direct you into a field and be the best that you can be for Him. He will use you where you are.

The number 2 step in making plans is to find out what there is to be so that God can direct you. You can learn about different occupations in a book that is made available through the Employment Office in your area. This book is called the *Mid-Atlantic Guide to Occupational Careers*. It's a free booklet they have available for job seekers. The *Employment Office* is a good resource for job seeking. They have a lot of good stuff. Go by and find out about what they can do to help you find a career and a job. While you are there pick up this little book. It lists hundreds of possible career choices. It tells the job outlook for each, whether there are a lot of jobs available in that choice in our state and in the US as a whole. It tells what kind of training that is needed for that career. It tells the average salary you would make in that occupation. It even tells related careers, and what kind of high school classes will help out. Go through this little book and pick out several choices that interest you. Another good place to find out about career possibilities is the *VA View*. They are a resource of *Virginia Tech*. They are available online and by phone. Their web site is www.vaview.vt.edu. Their phone number is 800-542-5870. They have loads of information.

Find out possible choices, and then talk to some people who work in these fields and find out what they have to say. Don't just talk to one person. You might pick somebody who has just had a bad day at work. Pick several and think about their different opinions. Keep a notebook if you have several choices you are investigating and write what they say about each one. Also, there are career tests that will help you determine what you would do best. The school has several available. You can take them here or if you are at another location, there are some free ones available through the Internet. Also, the employment office has tests available. But remember, get God's guidance first. Then what you choose will work for you for the long run.

Never just settle for a job or a career. There are too many people in this world who dread going to their job because they hate it, but they feel that they are stuck there and can't change. If you feel that way, it isn't too late for a change. Just make sure this time that you are where you need to be. Sometimes choosing careers are like putting pegs into pegboards. You can't put a square peg in a round hole. If someone likes to work outdoors and likes variety in their life they will be miserable in a factory job. If someone enjoys repetition and doesn't mind being inside, then a factory job is for them. If someone loves people and doesn't feel fulfilled in their life unless they are doing something to help them then they would be miserable working as a bookkeeper. If someone enjoyed tasks better than people then they would be miserable as a nurse. Some of the career tests help you to decide what things you would prefer to do, but ultimately, it has to be your choice. Don't let others decide for you. Also, if you fail to decide and just let things happen, and you don't make a plan, then you will wind up doing something that you hate.

You may choose a career by considering the skills you already have. I mentioned in chapter 2 about a young man who came to my office and we discussed his career plans. He thought that he wouldn't be able to do anything. He had no plans. As we talked, he mentioned that he had helped his grandfather with roofing, excavating, landscaping, and he'd helped work on motorcycles. But when I asked what plans he had for his future, he didn't have any. Look at the skills and knowledge that you have and go from there. If you have helped your dad on a farm all your life, then why plan on being a country singer. Get real when you plan your career. Use what you know and the skills you have.

Here are some other ideas that will help you decide on a career:

- Decide how much education that you want to go through. For example, if you hate school, then don't decide to be a doctor.
- Where do you want to work? Would you rather work inside or outside? Would you rather work with people, or animals, or machines? Do you mind working in conditions that are dusty or noisy? If you don't like that, then you probably won't want to work in a factory. If you don't like to be cold, then don't consider outdoor work. Think about the conditions you prefer to work in.
- Would you rather work helping and serving people, or would you prefer not to?
- How much physical strength do you have? For example, if you aren't a strong physical type, then don't get a job requiring heavy lifting.

- What is your temperament? Can you put up with other people? If not, then you probably won't want to get a job working as a nurse, etc. Do you work well with children? If you don't, then you probably won't want to get a job as a teacher. Think about the kind of person you are, and consider jobs that match your temperament.
- How much money do you want to make? If you want to make a lot of money, choose a job that is according. If you would rather help people and you would be more satisfied with that than with making more money, then choose a job accordingly.
- What is the future outlook for the job that you are interested in? Are there a lot of potential jobs in your chosen field? If there are only a few job opportunities available in this field, then you could go through all the training you need and not get hired. You can find this out by doing a little research. Look online. Do some searching online. Call some people who are in that field. Talk to them. Tell them you are interested in being in that field, and ask them what the job outlook is. Look in the *Virginia's Mid-Atlantic Guide to Information on Careers* that we talked about earlier. It has a list of several hundred careers and tells what the job outlook is for each. Why is this important? Let's look at health fields. If you are interested in being a paramedic, think about the possibilities of finding a job. There are very few jobs in that career that are open in this area. Compare it to a nursing career. Look at all the possibilities for nursing jobs. You could work in doctor's offices, the hospital, nursing homes, home health and private practice. Both these careers are in the health field. If you get a job in a career area where there are more opportunities, then you will have a greater chance to get a job. Also, it is good to get training or education in two related fields so that you have twice the chance of finding a job.

After you choose your career, then go for it. You don't have to wait until you are out of school. Start getting ready now. Mainly you do this by making up your mind that you have a direction you are going in. Know that this direction is important to you and set it as a goal. Go for it. Don't let anything hinder you. Don't do stupid things like drugs and having sex if you aren't married. Don't do things that can get you into trouble and mess up your future. Your future is precious whether you are 15 or 50. Don't take chances with your life. Guard your future. Make up your mind that this goal that you have set for yourself is something that you will achieve. At the same time you have to be sure that priorities are in line. If you skip church and get slack in your relationship with God to build a future, forget your future, it won't work. If you get carried away in building a future and forget your family, it won't work. Put things in the order of importance that they need to be in. Leave out the stupid things that cause your future to be lost. I have seen too many young people mess up their whole future over one stupid mistake. Older people do it, too. Don't be one that does. If you have messed up, ask God to help you to get your life back together.

If you want to go somewhere, you won't ever get there unless you get started. Now is the time to head in that direction. Heading toward your future is like taking any trip. You have to decide where you are going. You have to then prepare for the trip. You have to make plans. You have to gather what you need to take. You have to pack what you need.

You have a lot to do to get ready. Then you have to start out on your journey. You won't just arrive at your destination. You have to travel step by step to get there. Your success won't happen overnight like a dream. You have to work at each of these steps. Getting a vision and getting started are both important steps. You won't get there if you don't do this. The next chapter talks about the steps that you need to take to reach your goal.

Chapter 6 Self Test

1. What does it mean when we talk about getting a vision?
2. How did getting a vision help change Nehemiah?
3. How can it help change you?
4. Why is it important to let God direct you in planning your future?
5. What is the Mid-Atlantic Guide to Occupational Careers? What can you learn from it?
6. Why is it important to consider your skills, what you're good at, before you pick a career?

Chapter 7.

Step 5-Reaching Your Goal

My sisters and their husbands went on a trip to the west coast. Before they went, they did a lot of planning. They researched out all the places they wanted to see. They researched all the motels along the way and chose the best priced ones. They planned their transportation—they flew part of the way, then rented a car, so they planned all that. They decided what they needed to take with them. They thought things through. They planned out all the steps that they needed to take to get ready, and they planned out all the steps along the trip. They got their plan for where they were going, their vision. Then they began to do things. They called and made reservations for their rooms in the hotels they had researched. They rented the car. They started packing things they needed to take. First they got the plan, then they got into action. When they were ready to leave, they started following the plan that they made. I am sure that some plans changed as they went along, but as a whole they followed the plan. They had the long-range goal of making a loop from the Pacific Coast through the Midwest. They didn't start out and automatically arrive at their destination. They had several short-range goals. First they went to the airport. Then they flew to the city they started from. Then they rented a car and drove to the next stop. Day by day, and goal by goal, they went on their journey. Their final destination was arriving back at home.

Think about Nehemiah's journey. He started out as a slave. The first step in his success was to hear God and get a plan. Then he had to talk to the king. Then he planned his trip. He had to get his tools and supplies together. He had to get help. He had to start building.

He had to face battles and overcome. He had to keep building in spite of obstacles. He had to do things step by step. He didn't do it over night. It was a process of time, and series of steps. It was a journey as well, but he reached his destination.

Your future is a lot like a trip, a journey from one place to another. You start out. You make your plans after thinking things through. You make long-range, and short-range plans. You get a plan, then you get into action. You start packing. You get together the skills and knowledge that you need that will enable you to do the job you want to do. Just like Nehemiah, you pack your tools that you will need. You begin, step-by-step, to follow the plan you made. Day by day and goal by goal you reach your destination.

Let's say that my sisters got detoured from following their plan. Let's say that something happened, and they got sidetracked. Let's say that they met some people along the way who talked them into staying in their town. Would they have reached their destination? Put it this way, they have a DVD of some of the most beautiful scenery from the Midwest to the west coast. They wouldn't have experienced all they experienced had that happened. You too can get sidetracked. It won't do you any good to make a plan, and set your goals, if you don't stick to the plan. What if Nehemiah had gotten sidetracked? What if when he went to Jerusalem, and he had listened to the people there that told him this was all impossible, they couldn't do it? What if when the Ammonites had fought against him, and he had gotten afraid and run away? If you don't keep the plan you make, you will never know what kind of success you could have.

When you set goals, keep in mind that there are short-range and there are long-range goals. As I mentioned before, each step is called a short-range goal, and the whole trip with its final destination is the long-range goal. A lot of young people look at the whole journey, their long-range goal, and get so intimidated and scared about taking the trip that they don't even get started. Don't do that. Just look at the next step you need to take. Let's say you have a goal of being a nurse. You might look at the whole picture, and be overwhelmed and give up before you get started. The best way to do this is to get a plan, then just look at the next step. Take it one step at a time. Your first step would be to take courses in school that relate to medicine, like Biology and Chemistry. You will also need Algebra and Geometry because some colleges require nursing students to have those courses. That is your first step. Then go to step 2 which would be making good grades in those courses and learning everything you can, but especially concentrating on the subject material that would apply to nursing. That step would include doing well in school, keeping your grades up so that a college will accept you. Then go to step 3 which would be graduating from high school. Step 4 would be applying to college. Step 5 would be choosing the courses that would lead to a nursing degree. Step 6 would be applying yourself to the courses and passing them. Step 7 would be graduating. Step 8 would be applying for a nursing job. When you look at life as a series of short-term goals it isn't as nearly as scary as it is looking at the picture as a whole. Decide on your long-term plan. Then decide on what steps you need to take, your short-term goals. Go toward your goal one step at a time.

One way to get ready for your future is to take classes in school that will help you get ready.

Classes that will help you reach your goal. Don't wait until you are out of school to start building your foundation for your life. Your foundation starts now. Another way is to get involved in some type of job training program. There are three types of job training programs. One is an internship program. In this program you volunteer to work in a job that offers training to advance you toward your career. Often young people tell me that they don't want to work for nothing. The problem with this is jobs in careers are not easy to get. You have to have training and experience before anyone will hire you. You may even go to college and have a degree, but without experience no one will hire you. Volunteering to work will enable you to get training that in other circumstances you would have to pay for. Also, most of the time once a business has trained you, if you have proven to be a good worker, they will hire you. I have known businesses that paid for a college education for some workers they really wanted to hire.

Another job training program is the cooperative business program where you work at a business for pay. This may not be in your career but it gives a good opportunity to learn work skills like: how to receive instruction, how to work with the public, how to work with others, and more. Another job training program is the apprenticeship program. In this program you work for pay, but you are trained in a field. This program is sponsored through the VA Department of Labor and when you finish you receive a certificate from them called a Journeyman's Card. To complete this program you not only must learn a list of skills on the job, but you also have to complete other classroom training, which combines the best of both worlds. To find out more about these programs contact the school.

Also, you will need to decide whether college is what you will need, or if a vocational or training program is the direction you need to take. Remember, college isn't for everybody going into every career. Don't make the mistake of going to college because you think it is the thing to do, only to find out that you could have gotten into the field of your choice in a much cheaper and easier way. Sometimes certain careers aren't even offered in certain colleges. Before you choose the option of college, make sure you know what direction you are headed in. It is a lot of money to spend while you career search. Also, if you do go to college we recommend a community college for your first couple of years. The classes that are required, no matter what your major, are the same for the first year at least and sometimes longer. When you start, in most degrees you are required to take certain general courses that have nothing to do with your major. Take these at a school that is less expensive. That way if you do have a career change, it won't be a disaster.

If you aren't sure what steps to take to plan your career, talk to a teacher. Or you can see the Employment Office book that we mentioned earlier, the *Mid-Atlantic Guide to Occupational Careers*. You could also talk to someone who is successful in that career. Most people would be glad to give you advice.

Make your plan and stick to it. Don't let anything or anyone side-track you. In Saltville, Virginia, there was at one time a huge salt mine that undermined most of that valley. For years, they mined salt there. They would ship it out on railroad cars. When the plant closed, they had dozens of shipping cars that they left on site. They were parked on spurs.

Spurs off the main railroad. These were short tracks that just stopped; they went nowhere. If we aren't careful we can get off on the wrong track that will just take us nowhere. Keep your vision in mind. Keep your goal in mind. Travel toward that goal a step at a time. You will reach your destination. You will be successful.

What if you make a mistake and get side railed? Does that mean that your life and your future is over? Only if you quit. You will only fail if you stop trying and stop moving forward. My sisters told me that they got lost several times on their trip. Why did they get to their destination? They got back on the right road and kept traveling on toward their destination. We learn from our mistakes. If you let them, your mistakes can make you be a better person. That is unless you allow them to stop you.

So let's review. You may have the long-range goal of becoming a mechanic. What are your short-range goals? You need to learn all the skills that you can right now that have to do with your job. If you can't find a job that pays, volunteer to work with someone. Concentrate on your schoolwork, especially in the areas that have to do with your career. Some are obvious, some might not be so obvious. For example, mechanics need math to help them figure out how much to charge for the job and how to budget their money so they can keep their business going. They need language skills like reading, writing, and spelling so that they can interact with customers. They also need to be able to speak well. More important than that they need to have their high school diploma. That is the next short-range goal you might have. Then the next short-range goal after that would be to go to college and take some classes in mechanics especially the computer mechanics classes since a lot of cars today run by computer. Another short-range goal would be to get a job that would help you build skills in that field. Your long-range goal might be to one day have a shop of your own.

If you divide your life into short steps, if you make a plan, then it is easy to keep your plan and meet those goals. Each short step will eventually get you toward your destination. Also, short steps don't overwhelm you as much as looking at the whole picture. You might have a goal of one day having your own shop, for example. You now might think there is no way that you can do that. If you think that way, then you can't do it. If you start making a plan of small steps that you can do, then step-by-step, you will get there.

It is important to stay positive and stay encouraged. Coming up we'll talk more about how to get your tools ready, how important it is to stay encouraged, how to manage your time and budget your money. All these things are keys to success. In the next chapter we'll talk about how important it is to be self-disciplined and to stay encouraged.

Chapter 7 Self Test

1. Why is it important to have goals?
2. Why do you need to set short-term goals, the steps that you need to take to reach your long-term goals?

3. When do you need to start working on your future?
4. Does everyone need to go to college? Why or why not?
5. If you set goals for yourself, but you never keep them, what will happen to the plans that you have for your future?

Chapter 8.
*Step 6-Having Self-Discipline and
Staying Encouraged*

We are going to talk about two important tools to success. We talked about how your building of your life is a process. You need to have the right tools to work on your building. Just like a carpenter needs building tools, an electrician needs wiring and electrical tools, and a plumber needs pipes and wrenches, you need certain tools to be able to build the building of your future. In this chapter and in the next several chapters we will be discussing some of the tools that you need to start collecting to be able to build your building. A carpenter doesn't wait until he is on the job to get his tools together. I know a carpenter who has put his collection of tools together over the years. Any builder is the same. You can't wait until you are out there looking for a job to put your tools together. Not if you are going to be successful on that job. You need to start getting your tools together now.

Why do some students do really well at school, some even finish and graduate early, while others just creep along, some of them never finish at all because they turn 18 and quit? One of the main keys to doing well in anything that you do is self-discipline. When you sign the agreement to enroll in school, it mentions that your self-discipline will determine whether or not you do well. That is true no matter what you do. Self-discipline means that you learn to make yourself do what you need to do no matter what you feel like, no matter what comes up to get you side tracked. You can be depended on to do what you are supposed to do. That is important not only at school, but also on the job. Those who are successful have learned this.

One of the main things that hinder people from being successful is that they are spoiled. They are spoiled to getting their own way. We have already talked about how that won't work in the real world. You will always have responsibilities. If you learn how to take care of your responsibilities in a way that people can depend on you, you will be successful. You might not always like what you have to do. I love my job. There are some parts of my job that I don't like. But to get to do the things that I like, I have to do the things that I don't like as well. I have to do as good a job when I do the things that I don't like as I do with the things I like to do. How long will you get to keep a job if you only do the things that you want to when you want to? How long will your boss pay you to do just what you choose to do? Life doesn't happen that way. Self-discipline helps you to do both the things you like as well as the things you don't like to do, and to do well at both of them.

What if you carry the way you do your schoolwork over into the work world? What kind of success will you be? It is easy to get in a habit of staying up all night, sleeping all day, and never having any quality time to do your schoolwork. What if you do your job that way? How successful will you be? Some students think school is a picnic, and they don't care if they do their work during the week at all. Then it is time to come in and they throw their work together at the last minute, just to say they have something done. It isn't any surprise when they fail the book and have to retake it. It takes twice as long to get done that way. That is definitely not good self-discipline. You need to start developing good self-discipline now. Self-discipline takes time to develop. Good habits take time to develop. If you don't care what you do now, you won't be able to care later. Start working on the foundation of your life now. Develop your self-discipline.

How do you work on developing your self-discipline? To start with, as we talked about before, we need to get a vision and make up our mind that this vision is worth going through some things that we don't like to do so that we can have our vision come true. We need to want to do it so much that we are willing to pay a price to get to do it. When you have that kind of drive, it is easy to have self-discipline. For example, if you really want to graduate, then you are more willing to get your books out and do them, even if you don't feel like it.

Another key to developing your self-discipline is caring for others. When we are self-centered, we are more prone to lack self-discipline. When we look outside our little world, we are more willing to do things even when we don't feel like it. We also need to have faith that God can help us change. If you want to be more self-disciplined, then remember that if you have been saved, God is inside you, His Spirit is in you, and He can help you to change.

Self-discipline also helps you to get along with others on the job. Self-discipline helps you to keep your mouth shut, and act with wisdom when conflict comes up. It helps you to be able to put up with people that you normally wouldn't be around, because that comes with any job. You won't like everyone that you work with. You will still have to work with them. Self-discipline helps you to do that.

Self-discipline also helps you to have the good moral character that you need to be able to be a success. For example, if you see something that you really want to have, and you are tempted to steal it, self-discipline gives you the strength to turn the other way. If you get in trouble on the job, and the easy way out is to lie, self-discipline is what gives you the strength to tell the truth. Self-discipline gives you the strength to say no, when the crowd is saying, yes.

Self-discipline is the motor that keeps everything running in the right direction. Without it, you won't get very far and you certainly won't have success. Developing self-discipline is one of the main tools that you need to have to be able to work on the building of your life, to be successful in life. Would Nehemiah have finished his building if he had not been self-disciplined? Neither will you. Another important attitude that you need to keep is staying encouraged.

There are a lot of negative things going on in the world. For example, when you hear the news about how many people are out of work that is discouraging, especially if you are looking for a job, or if you are a young person getting ready to enter into the job world. I know a lot of people who are out of work because of that discouraging news. I also know a lot of people who are working jobs because they refused to get caught up in the negative news, and they kept looking until they found a job. They are working today because they didn't give up. They didn't get discouraged. They refused to let the bad reports all around them discourage them. They kept trying and that paid off. It is important to stay positive. We have talked in an earlier chapter about how important it is to stay positive about yourself. It is also important to keep a positive attitude as a whole. If you don't think you can find a job, then you will go out and look, but you will quit trying easily and that will cause you not to be able to find one. It is important to stay encouraged. This is true no matter what situations you face. If you think you can, then you can. It is a lot like that little story, *The Little Engine Who Could*. It is the story of the little train engine that saved the day by pulling the big train. He did it by saying to himself, "I think I can", over and over as he pulled the train up the steep hill. He thought he could, so he gave it more than 100% until the job was done.

If you are a Christian then faith can keep you encouraged. Your faith says you can do it even when it looks like you can't. For example, here is a true story. A man was praying about a job, and the Lord showed him that he needed to go to a certain business to get a job. (God can lead you in the right direction. He can speak to your heart if you are willing to listen and do what He leads you to do.) He walked in and told them that he had come for his job. The personnel manager told him that they weren't hiring. He told them he was going to sit down in the waiting room and wait, because he knew that he had a job there. That took the personnel manager so by surprise that he let the man wait. The man didn't get discouraged. The Lord had told him to go there, so he knew that he was in the right place at the right time. He didn't even falter when the personnel manager looked at him like he was crazy. In just a little while, a floor manager came in and told the personnel manager that someone had quit, and he needed a worker in a hurry. Guess who got the job? When you listen to the voice of God and you obey, He can lead you to the right place at the right time.

Why do so many people mess this up? If you do your own thing most of the time, if you sin any time you want to, if you play games with God, then don't expect to hear His voice. If you live that way on a day-to-day basis, then if you hear a voice leading you, more often than not it will be the devil leading you into a mess. If you want God to lead you, then read His Word, spend time praying, obey His Word, keep your life clean doing what the Word of God says, live how you are supposed to live, then when you need God's direction, you will be able to hear His voice. If you listen to His voice on a day-to-day basis and obey Him, then when an emergency situation comes, you will be in the practice of listening and doing what He says. It will work out. Your faith in God can keep you encouraged no matter what the world is doing. No matter what the reports say if you obey God, it will work out.

Coming up we'll talk about more tools that you need as you begin the building of your life.

Remember, as you read, it won't do you any good unless you listen to it with your heart, take it to heart, and put it to practice. You can't wait until you get on the job to use your tools, if you never get them, you never pack them, and you never take them to work.

Chapter 8 Self Test

1. What is self-discipline and why is it important?
2. Why do you need to start developing good work habits now?
3. Why is it important to stay positive even when everyone around you gets negative?
4. What is the important lesson in the story of the *Little Engine Who Could*?

Chapter 9.

Step 7-Get Your Tools Together

For Nehemiah to start rebuilding the walls around Jerusalem, he had to take with him some tools and supplies. There weren't many things available there in Jerusalem because if you remember, the city had been destroyed and the people left living there had very little. The king in Babylon, the country in which he was a slave, gave him some tools and building supplies to take. If that hadn't happened, would they have re-built? Probably not. Or if he would have packed the wrong tools, would the job have gotten done? Probably not. If you don't have tools, you can't build. If you have the wrong tools, you can't build. It is much the same when you are building your life. Let's talk about what tools you need to pack to be successful.

What are some other tools that you need to start packing? As with any job, the tools depend on the job that you are going to do. An electrician would look pretty foolish packing a mechanics tools to the job. A plumber wouldn't have much success using logging tools. You are going to work on the building of your life. There will be certain tools that you need that will depend on the job that you do. For example, I was talking to someone who had worked with his grandfather doing logging. He was talking about what he needed to do for a career. He hadn't even considered logging as a career. He was talking about how he thought he needed to go to college to learn a trade, but he wasn't really studious and he didn't think he would do well with that. The answer was obvious. He already had most of the tools that he needed for the job. Why did he need to go somewhere to get tools for a job that he couldn't see himself doing? He was trying too hard to focus on his future without looking at what he was doing in the present. He already had a lot of tools, a lot of skills, talents, and abilities that he was overlooking. He needed to pack up the tools that he had.

I knew a young man who had helped his grandfather with roofing, and doing a little of everything. He already had more skills than most people who go to college. He had experience in all kinds of fields. We talked about this young man in an earlier chapter. He had such a bad opinion of himself that he couldn't see that he had anything special. He wasn't even thinking about what he could do for his future because he only saw himself as a failure. Because of that he thought, why try. When he adjusted his vision of himself, he could see the talents, and skills that he had. He began to pack his tools.

I knew a girl who was really good with kids. She was always babysitting. That was her gift and talent. She was talking about going to school to be a nurse because that was what everyone else in her family did. She wasn't sure that she wanted to go to school that long, and the waiting list for nursing at college was really long at the time. The obvious thing for her to do was doing what she was good at. She has her own daycare center now. She loves it, the kids love it, and the people who work for her loves it, too, because she is doing what makes her happy. She recognized the tools that she already had packed.

I will ask some students, "What are you going to do for your future?" Some answer me quickly, "I am going to college". College is a good tool to pack. For certain trades and occupations, it is essential. However, I'll ask them what they want to take in college. They answer that they don't know. I have known people who went to college, and never used their education because they took something that they couldn't use. That is like going to the toy store to shop for building tools. You need to decide what you want to do, you need to decide what building you are going to build, then you need to decide which tools you need to pack. Then you need to decide the best place to go to get those tools. If you are interested in a career that requires a college education, by all means go to college. If you are interested in a career that requires going to a technical school, go there. If you are interested in a hands-on career that you could learn best by apprenticing to someone, working with someone who is proficient in the trade and learning from them, then that is the tool you need to pack. First decide what building you are going to build, then decide on your tools.

The most obvious tools that you need to pack first are all the skills that high school can bring you. One of the silliest statements that I hear students make is, "How will I ever use all this junk in real life." Let me give you some examples. Let's take English for example. There have been many students who came to New Life lacking reading, writing, spelling, and other communication skills. Somewhere along the line they had convinced themselves that this was something that they didn't need, so they didn't work on these things. Now they are starting to see that this was important to learn. They may have figured it out in some job setting when they were forced to read, or write something and others on the job made fun of them. Now they have gotten serious about their education.

I have heard students say, "Why do I have to learn this math." They didn't see that it was important so they neglected to pack that tool. Then on the job they found out why they should have learned it. It may even cost them a job because they didn't have that skill. I have heard students say, "When will I ever use things like Algebra, or Geometry.

(I said that when I went to high school, and I now teach it. You never know what you'll use.) One of the most important skills that you pack when you take a difficult class like Algebra is learning how to face something difficult, and work through it. It's knowing how to stick with something that is a challenge, face it, and overcome it. That is a skill that will help you through any difficult subject that you have to take.

I have students say, "Why do I need to learn all this History and Government"? You are the voters of tomorrow. You are the ones who will determine whether our country stands or falls in the future. Many young people don't care to know anything about how the government works. They don't care to study about the mistakes or victories that our country has faced in the past, so they have no idea of how to avoid those mistakes or embrace those victories in the future.

You see, education has a purpose. Through education we pack the tools for our future. If you don't really care about your education, if it is a joke to you, then you won't be prepared for your future. Get serious about school. You are learning skills and knowledge that will last a lifetime. It isn't playtime. It is building your future. It is building your building. How you do your schooling could in a big way determine the success of your future. Get real.

One of the most important tools that you can pack is your high school diploma. Without it, you won't stand a chance of getting a job. We have adults in school who quit school, but they have come back to school to earn their diploma because they can't find jobs. We have adults who have a GED, but have had to come back to school to earn their diploma because they couldn't find a job. Your diploma is like a key that will unlock the door of your future. Without that key, you could stand outside of success, and never get in. Whatever you do, don't quit school. Take it seriously. If you don't now, you will take it seriously later.

We talked earlier about how we also need to pack skills and talents. It is important to learn in school and it is important to learn outside of school. Any opportunity that you have to learn a skill, learn it. It may not be something that you want to do as a career, but it may be a skill that you need to use in life. My husband is a really good mechanic. He has never had a mechanics job, but he has learned a lot by doing, by asking questions, by watching every mechanic who would let him watch and by asking a zillion questions. He can fix anything on our vehicles, which saves a lot of money. I am glad that he has learned this. He can do anything that he sets his mind to. He studies things out, researches how to do it, talks to people, and he isn't intimidated to try anything. He has learned the benefits of education. Education is learning. He learns everything that he can, and it helps us out in our lives. Learn all you can from everyone you can learn from. Get all the experience that you can. If someone will let you help them and they are doing something that you can use in life, help them. Volunteer. If you have extra time, volunteer somewhere. I remember a student who volunteered to work at the local newspaper. He learned. When he graduated, he had a job there. Volunteering pays off. Pack all the skills that you can pack. Pack all the training that you can pack. Pack all the talents that you can pack. Find out your talents. Don't be afraid to try something new. A lot of people never realize their talents because they are afraid.

They are afraid to try. You may have talents you don't know about because you won't step out and use them. You won't step out and try. Some of the most successful people I know are ones who aren't intimidated to step out and do.

Here is a list of skills and talents that can easily turn into jobs and careers. I have listed the skills and talents with the careers that the skills can turn into (some of the careers are obvious, but others may not be something that you have considered). If you are good at something, especially if it is a skill that you have learned how to do, put that skill or talent to work. You may think that you might enjoy something, but that is not what you need to choose. Choose something you know how to do well, you know you are good at, and you know that you would enjoy because you have already done it.

Working with cars and vehicles, small engines, or motorcycles, and working with fixing machines of all kinds (Mechanics-Diesel or Gas Engine, Body Work, Small Engine Repairs, Parts Stores, Parts Sales, Motorcycle Mechanic, Motorcycle Shop, Industrial Machinery Mechanic, Aircraft Mechanic, Boat Engine Mechanic, Farm Mechanic, Heavy Equipment Mechanic)

Working with numbers (Accounting, Bookkeeping, Tax Accountant, Loan Officer, Working in a Bank)

Working with building things (Carpenter, Brick Mason, Electrician, Pipe fitter, Plumber, Plasterer, Dry Wall Installer, Painter, Construction Manager, Welder, Sheet Metal Worker)

Working with people (Cashier, Checker, Bank Teller, Post Office Clerk, Sales Clerk)

Working with children (Teacher, Teacher Aid, Substitute Teacher, Day Care, Counselor, Coach)

Helping people deal with their problems (Psychologist, Counselor, Mentor, Social Worker)

Working with computers (Computer Programmer, Engineer, Software Design, Game Design, System Analyst, Network Installer, Computer Sales, Computer Repair)

Cooking (Cook, Chef, Caterer, Baker, Food Service Manager in hospital, schools, businesses, etc., Dietician-helps to plan good menus in places where food is served like schools etc.)

Helping sick people feel better and helping people who are in danger (Nursing, Doctor, Nursing Home, Home Health Worker, Hospital Work of some kind-there are lots of jobs around a hospital, Medical Assistant, Respiratory Therapy, Medical Records, Dentist, Dental Assistant, Dental Hygienist, Pharmacy Worker, Emergency Medical Technician, Fire-fighter)

Working around a business and liking to keep things organized (Administrative Assistant, Human Resource Manager, Legal Assistant, Librarian, Cleaning Businesses)

Likes to help keep people in order (Police, Guard, Military)

Liking to work outside and make an area look better and be more functional (Landskeeping, Groundskeeper, Farmer, Forestry Worker, Lawn Service Worker)

Liking to be artistic (Designer, Computer Design, Advertising)

Liking to convince people to buy things (Salesman, Insurance Salesman, Telemarketer,

Liking to move around a lot (Wholesale Distributor to a Business, Truck Driver)

Liking animals (Veterinarian, Veterinarian Assistant, Animal Care and Service Worker, Animal Groomer, Working in Animal Shelter)

These are only a very few possibilities. Get a piece of paper out. Put down on it the things that you like to do, and the things that you are good at. You may have skills that aren't listed here on my list. If you think of some skills I didn't mention, do a little research. Think about jobs that use those skills. Also, you might think of other jobs to match the skills that I have put down above. This is a good place to start at deciding which field you want to get into. If you have a skill that is a good skill for a job, build on it. Do it every chance you can. Learn more about how to use it. Learn all you can about that particular thing. Develop it. Pack that skill up in your toolbox for the future.

Knowledge a very important tool to pack. It will help you get the job done no matter what the job is. As I talked about in the last paragraph, knowledge of different skills and trades is important, but so is general knowledge about how the work world works. We will be talking in a chapter coming up about different things that you need to know to be a success in the work world. Things like how to get a job and keep a job. These are only a few things that are important to know. Learn all you can from everyone you can. Listen when people talk about their jobs, especially those who are doing something similar to what you want to do. Pay attention. Learn how to act on the job, how to deal with situations, learn what to do and what not to do, learn how to be safe on the job. When you listen to others and learn, however, be smart. You can tell if something is working for someone. If they are talking about how to act on a job and they are never able to keep a job, learn from them what not to do. If they have 3 fingers because of a work accident, then listen to them and learn what not to do on the job. If they are out of work, learn why they aren't working and learn how to keep a job.

There are many other tools to pack. We have talked lots before that some of the most important tools to pack have to do with good attitudes and actions. Who you are and what you do matters. By developing bad attitudes you can pack self-destructive tools that will harm your future. By doing stupid things without thinking of the consequences,

you can do the same. Make sure that you don't pack harmful tools. We'll talk more about these coming up.

Chapter 9 Self Test

1. When does a builder need to start getting his tools together-before he starts a job, or after he starts it? What about you? When do you need to start preparing for your future, getting your skills together?
2. Name some tools mentioned in the chapter that you need to be successful? Do you have those tools?
3. Why is what you do in High School important?
4. Why is it important to learn all the different skills you can and experience all the things you can experience?

Chapter 10.

Step 8-Stay Focused

We talked in an earlier chapter about getting side-railed; remember the train cars that went nowhere. Let's talk more about how we need to stay focused to stay on track. That is an important tool to pack. One student had a great opportunity. She volunteered to work for an office. She did such a good job that she was hired. She did such a good job for the company after they hired her that they offered to pay for her college education. She headed toward a goal. She started packing her tools, and she was well on her way to success. Her hard work and her good attitude paid off. However, she forgot to pack the next tool that we will talk about in this chapter, and it cost her success. She forgot to stay focused. She met a guy. Now that isn't always a problem, but if it is the wrong sort of guy, that is a problem. She became focused on him and not on her future. He could have helped her with her future, but that wasn't what happened. She started doing some things that she didn't do before she met him. She started getting into a not-care lifestyle, because basically he didn't care, though she couldn't see it at the time.

If we aren't careful we can mess up our lives for someone we don't know. We think we know them, but we don't, and we may find out about them the hard way. She sure did. Because of her life style, she stopped doing as well at work. They stopped doing as well with her. That is what happens on your job. If you do well, usually your work place will recognize that, if you don't care, then they won't care about you. That is life. The final mess up came when she found out that she was pregnant. Her boyfriend left her. He went on to another girl that he could use. She lost her chance of success, and she had a baby to raise, all because of not staying focused on her future. She has been able to do OK.

But, she isn't successful, not as successful as she would have been. It wasn't worth the price that she paid.

Most times when people start down the road to destruction, or to the place where they actually tear down the building of their future instead of working on making it better, they don't stop and think about what they are doing. That is the purpose of this chapter. To make you stop and think before you mess up. We talked about how in the last chapter there are certain tools to pack. The most important tool to pack is the ability to stay focused. That means that no matter what the rest of the world is doing, you do what is right. That means that no matter who tries to get you to look away from your future and your goals, you stay with them. Now I am not saying that you shouldn't have relationships with others. I am saying that if you have a relationship with someone and through that you find yourself compromising with what you believe, compromising on your future, then that person doesn't care about you and you need to back up from that relationship. The people who really care about you are the ones who want you to do well, they want you to succeed, and they will do all they can to help you to do so. That is love. The people who say, "if you love *me*, then you will do this", and if doing it has the potential to mess you up, are only thinking of themselves, and they are lying when they say they love you. Get real.

Guys, the same thing is true for you. If you are a hard worker, don't let a girl take advantage of you and use you, or expect you to pay her bills. Don't let anyone. I know someone who is a hard worker. Even before he finished school, he had lots of jobs doing all kinds of things. He made good money even when he was young. He could find a job easily because he had so many skills. He was a person who learned every thing he could, and tried everything he could since he was a kid. So he had packed a lot of tools. He had one problem. He didn't stay focused. His mother wasn't what she should be. She had packed a lot of dangerous tools in her life, she had let her own life get derailed. This young man spent most of his time, his efforts, his money trying to help keep her life together. That was commendable, but it wasn't wise. She never had to face the mistakes that she made. She never had to reap the consequences of her actions, because he always came to her rescue. We hear a lot about the importance of parents having tough love for their children, it is important too that children have tough love for their parents.

What is tough love? That is when we stop letting people use us to get out of trouble so that they face the consequences of what they are doing. If parents always bail their children out of jail when they do something wrong, then they may never face the consequences of what they do. Because of that, why should they change? They will keep doing what they do. Kids, parents are no different. If you always bail them out and they keep using you for that, then why should they ever face the consequences of what they do? Why should they change? You may be helping them to destroy themselves even though that is not what you are trying to do. Some parents will take and take, and not give back. That is sad, but that is true. If you have this kind of situation going on, don't let it side track you from having a good life. Don't let it stop you from focusing on your own future. This kind of situation can either cause you to become just like your parent, and have a life that is the same. That means your children's lives could be the same as well, if you don't change this cycle.

Or this kind of situation can cause you to set your focus more completely so that you are determined strongly that you won't have this kind of life for yourself. It can make you become a stronger more focused person, and you can use it as a key to success. I am not saying not to care for those around you. I am saying don't let them pull you down into the same mud puddle that they are determined to wallow in.

The relationships that you have with the people around you can do as much to determine your success as anything in your life. The choices that you make can do as much to determine your success as well. Stop and think before you do something. Think about the consequences of what you do before you do it. Guard your future. There have been so many students who messed up their future over 15 minutes of fun. Somebody said, oh this will be fun. They followed the crowd without thinking, because everybody else was doing it. There are some crowds made up of people who aren't thinking, who aren't going anywhere with their future because they don't care about themselves, and they don't care about anyone else because they don't care about themselves. Those are the most dangerous crowds to get into. They all act like they will take up for everyone in that particular crowd because they really care about each other. If they did, then why would they try to get each other to do stupid things that mess up their lives? Get real.

I was in a crowd like that once. I watched the people that I supposedly cared so much about die because of the stupid lifestyle we were all in. I had a key that could have kept some of them alive, but I didn't use it. I knew about God and about how He can change lives, but I didn't act like it. The ones who died didn't know I even had that key that could have set them free. Later when God helped me to change my life, I did all I could for my friends. The first thing I did was to get my own life together so that they could see that there was hope for them as well. If you are in the same mess someone is in, then you can forget helping them out of their mess. Get out of the mess and let them see the way out. Let God help you to get your life together, then they can know for sure that God can help them as well.

There are some people who aren't successful because they just drift through life and don't focus on anything. They don't have a goal for their future. They just watch life happen, and go with the flow. We talked earlier about how important it is to set goals. Some of the most talented people I know will never use their talents. (I am talking about real talents here. I am not talking about singing and dancing.) I am talking about talents like: the ability to work hard, the ability to learn anything and stick with it, the ability to do different trades, certain talents like working with sick people, helping old people, working with children, talking to people and helping them with their problems, working on cars or with wood, all the talents that we talked about in the last chapter. Many people don't use their talents because they don't focus on them. They don't even stop long enough to realize they have any. They don't use them. They don't develop them. They don't set a goal. They don't focus on a goal long enough to meet it. They just drift through going nowhere. They will never be successful.

I want to take time here to talk about drama. It is a problem that is really huge today.

It is such an important topic that I almost put a whole chapter just for that topic, but decided not to. Drama is a getting to be a big problem for people, old and young. Drama causes us to totally lose focus, not only on what is important, but on who we are. Drama can cause you to have a life that is so full of just plain junk that you don't even want to live. Drama can cause you to stay so wound up inside that you do stupid things that you regret, because you stay so on edge. When people are constantly in your face with their drama, you can make ignorant choices that can mess up your future. When people come to school here, the main complaint that they have is the drama in the public school. But sad to say, it isn't just there. Drama on the workplace with adults is a big problem as well.

How do you deal with all this drama? How do you keep our heads above it so that it doesn't destroy you? The first thing is that you have to realize just how big a problem it is and how much it costs you. I have had several young people show me just how bad a problem the drama that they had gone through was when they rolled up their sleeves and showed me their cutting scars. If something is so bad that it makes you hate yourself, or if something hurts you so bad that you want to cut yourself, then I think that you need to get out of the drama scene. You have to decide that you are tired of it and you have to realize that you can do something about it. If you are hooked on drama, then you have to see it. Drama is as addicting as drugs and alcohol, and it is as damaging to people's lives. You need to realize it before it is too late. Just like any addiction, you have to realize that something is addicting you. You have to identify that, and you have to get purposed in your heart that you are tired of it and you are going to stop it.

In public school you couldn't help but have drama all around you. There was nowhere that you could go to get away from it. But New Life is different. We don't have drama here. Too many people have come here to get away from it, and they don't want it here. It has been a place for many kids to get a new start with a new life. Everyday though I talk to kids who can't stop texting, who are hooked on that and Facebook. I see kids who came here to get away from how terrible drama was for them, and they carry it with them everywhere they go on their cell phone. They won't let go of it. If something gets you down so bad, and you can't let go of it, then you might as well face it you are hooked on it. I watched a news special about how both texting and Facebook are so addicting and so harmful. The people who are caught up in it, young and old, have so much drama in their life, and they have little peace. They have rough relationships with the people around them, especially their families, because they are so caught up in this mess. When your life is full of drama that drama will seep into your relationships with others. Their physical health is bad because their mental health is a wreck from having to deal with all the junk. Still they keep on texting. Still Facebook is a priority. When people tell them how bad it is, they still keep it up. Some people can't live without having their phone in their hand. The last thing that they do is text way into the night, and it is the first thing that they do in the morning. You can't tell them how harmful it is. Don't tell me that isn't addiction.

If you want to get out of the drama and have peace in your life then you have to realize that you need that peace. You have to want to change your life style. You have to get rid of the phone and the computer if it takes it to get your life back. If you don't, then you won't ever

be able to focus on the things that are important. You will fail, your job will fail, your family will fail, and you will fail in your relationships with those you love. It is up to you to decide. All this hinders you from being focused on the things that can bring you success.

Part of staying focused is managing your time. We will talk in the next chapter about how important it is to manage your time. If you want to be successful, then learn how to manage your time.

Chapter 10 Self Test

1. How can you get side-tracked from being successful in your life?
2. Is there anything that is happening now in your life that could eventually side-track you from being successful? What can you do about it?
3. What is the problem with drama? Why is it so bad?
4. How can you stay out of drama?

Chapter 11.

Step 9-Manage Your Time

I was talking with a student who was not doing well with her schoolwork. She wasn't getting much done at all. She was working a job and going to school too. That is hard, but it is something that can be done. She was complaining that she didn't have enough time to do both job and school. Her job was only less than 20 hours a week. There was another student going to school at the same time who was an adult. She had to go back to school to earn her diploma because if she didn't she was going to lose her job. Her company had started requiring their workers to have a high school diploma. She had a deadline of when she had to have her diploma or she would lose her job. She had 3 kids. She was working a full time 40 hours or more a week job. She was turning in 10 books a week. What was the difference between these two? One student had definitely learned how to manage her time.

One of the keys to managing your time is staying focused. The older student was definitely focused. She had to hurry so she did. If you know that you have a deadline, that will help you to stay focused, and that in turn will help you to manage your time. She found that she had a lot more time than what she thought she had before she started school. I think that she probably complained before she started about not having enough time. The time you have depends on the importance you put on what you are doing.

There was a college professor who used this illustration to show what it means to budget time. He was giving a lecture to his class to teach them about budgeting their time because he knew that if they learned that, they would be successful in college. He set a huge bucket up on a table in front of the class. He put some fairly big rocks in it until it was full to the top. He asked the class if the bucket was full. It was obviously full, or so they thought.

Then he rearranged the rocks and added some slightly smaller rocks until it was apparently full. He asked them again, and they said it was full. Then he rearranged those and added gravels in. They weren't so quick by then to agree that it was full. They were right. He pulled out sand next and still got a lot in.

Sometimes we think our lives are so full that we don't have time for things that are important. We run out of time and think that we don't have any more. We need to take a second look at our day. We need to look at what we spend our time doing. We need to unwind after a busy day, but what about the two hours we spend in front of the TV or gaming. What about the countless hours we spend a week texting our friends, or on the computer or Facebook. What about the extra hours we sleep, when you wake up at 11:00 because you stayed up until 3:00 just messing around, don't complain that you don't have time to get something done. What about the time spent with your boyfriend or girlfriend? Some time is good, but if that is your main focus and priority, your life and future may be on hold. Some people will eat up your time. It is good to have a relationship with someone of the opposite sex, but sometimes they will try to completely control your life. I know some young people whose boy or girl friend wanted to dominate everything they did because they were jealous, and they were spoiled. They demanded all the attention and time. That person's whole life was put on hold. They couldn't even spend time with their family or friends. That isn't a healthy relationship and that sort of relationship won't last. If you find yourself becoming that kind of person, get a life. Don't strangle the life out of someone else. If you love someone, let them have some space. If you are in a relationship with someone who does this to you, get out of it. It can only turn out bad for you.

Go through a day's time. I challenge you to write down everything that you do minute by minute for a whole week. Go back through what you have written down at the end of the week. Think about where you could make more time. What could you do less of? Where could you get a few more hours to focus on something important? Something like your schoolwork? Stay up a little longer. Rearrange the rocks until you can pack more in. Learn how to do this now. It will be a key to being successful in your life.

Here is an example. One young man had quit school and came back to earn his diploma. He had spent months looking for a job and had learned through experience that the only way he would be able to find one was if he had his diploma. He came back to school and finished two grades in a few months. How did he do it? He told me that he did not do anything but books. He didn't go anywhere and do anything else until he was done. This was his priority, this was his focus, and he did it in record time. He found out where he could budget more time, and he did. He even stayed up until 2:00 in the morning to work on his books. It paid off. This guy has the potential to be successful. He knows how to focus until the job is done.

Sometimes we can't get anything done because we try to do too much. This is true no matter what age we are. That was one of my faults until I learned better. I love to work at things, so I would get a lot going. I thought I could multi-task, until I learned that was not a good idea. I would start a project here, start a project there, and never get anything done.

I couldn't get anything done because I was so stretched out it took forever for me to finish anything. We can get ourselves stretched so thin that we can't get anything done, and what we do isn't done well. That is not the way to be so successful. How can we avoid that? Finish what you start. Don't start more than one project at a time. Set a priority on the things that you need to get done. Decide each day before you start what the most important things are to get done that day. If the most important thing is getting your books done, then make sure that is the thing that you get done that day. Set up a schedule each day of what you need to get done. If you have to work a job, write in your work schedule, prioritize the time that you have left. Decide what is important and use that time to accomplish those things in their order of importance. Learn to identify the things that are like gophers eating up your time. Avoid those things. If you learn to do all this, you will be successful.

Here are some helps to help with budgeting your time as a student:

- Stay organized. Keep all your work together. When you get disorganized, you lose books, and you lose work that is already done. That is the same with other areas in your life. One key to success in anything you do is staying organized.
- Make yourself a work schedule and stay with it. Schedule time every day to get your books done. If someone wants you to do something during that time, tell them no. If you were in public school, they wouldn't be able to come into your classroom and take you out to do something else. Put as much a priority on your books as you did in the public school. You have to pay for this school. Value it. Making yourself a schedule so that you get in time for things that are priorities is also a key to success in whatever you do.
- Communicate your schedule to others. Let them know this is your school time, and you aren't available during this time. Let friends and family members know that you don't want to be disturbed during your school time.
- Pick the best time to do your work. Don't do it late at night. If you aren't working a job, do your books first thing. Your schoolwork should be a priority, so give it a priority time when you are fresh and you can do a good job.
- Get a good night's sleep. Don't get in the habit of staying up at night and sleeping during the day. This isn't healthy mentally or physically. It will mess up your school time, because you won't feel like doing your work night of day. Getting a good night's sleep is a key to success in anything you do.
- Budget out your time. Figure out how much time you have to spend on your books, and on other things. Use left over time to have a little fun.
- Don't waste time worrying over not getting your work done. Sometimes we can get so stressed over something that has to be done that we don't get it done. We spend hours worrying over it instead of just doing it. Start your work. If you come to something that is too hard, mark on you notebook that you need help with that and keep on going. Don't get stuck and do nothing because you are stuck. Come in and ask for help.
- Keep things in perspective. Make time for the things that should have the highest priorities in your life.

Your time is one of the most valuable assets you have. In the building of your life, learning to use it wisely is one of the most effective tools that you can have. Another tool that is another life skill is learning to budget your money. We will talk about that coming up.

Chapter 11 Self Test

1. Are you managing your time wisely? What can you change to manage it better?
2. Do you put priorities on the most important things in your life? Are you getting the things done that matter the most? If you aren't then how can you change this?
3. Why is it important to manage your time? How can this help you to be successful?
4. Look at the steps to help you budget your time. Which ones do you need to work on?

Chapter 12.

Step 10-Manage Your Money

Learning how to budget your money is an important life skill that can lead to good success. A lot of people suffer a lot of circumstances not because they don't have enough money, but because they don't know how to manage the money that they have. If you are always broke, and you constantly have the pressure of dealing with money matters then this can cost you success. There are a lot of people who are very successful who aren't rich. We talked about in an earlier chapter about how money isn't everything. There are a lot of people who are doing what they love, what they are called to do, who are happy with themselves and the work they do. That is success. Money isn't everything, but if you don't learn as a young person how to budget your money, then the lack of it can cause problems in your life, a lot of stress, and bad situations. In this chapter we are going to talk about how to budget your money, how to spend wisely, how to handle getting credit, the problem with credit, and other things that will help you to use the money that you have wisely.

Having enough money starts when you realize that whether or not you make it money-wise depends on whether you and those in your family that you are supporting learn how to have self-discipline. When you get out on your own, and you have to be supporting yourself, when you are responsible for your own families' finances, you will realize a lot of things. One thing is that having name brand clothes isn't that important. You will learn the benefits of shopping at Thrift Stores (hey I do, why pay three prices for something that you can get slightly used for a fraction of a cost). You will learn that you don't have to go to McDonald's every other day. You will learn that you don't have to drink all that pop, when you have to pay your own grocery bill. You will learn to stop a lot of habits that are costly. It is disheartening to have people come to the food bank to get food to be able to feed their

children, and they throw a cigarette out before they come in the door. Hey, there is something wrong with that picture. You will learn that there are a lot of things you need to change to be able to spend in your budget.

We are going to have a little History lesson here. After World War I, there was a time of prosperity. Everybody celebrated and had such a big time that period in US History was known as the Roaring Twenties. People were prospering, and they were in a spending mood. They bought what they wanted, and they didn't stop to consider the cost. Then for some reason the economy stopped booming. Prices went up and wages went down. Spending didn't stop. People were too caught up in a big time, and having what they wanted. People forgot how to budget and how to save money by the spending habits that they had. They forgot how to make do with what they had. They forgot how to have wisdom about their spending. Instead of stopping their spending, they began to buy things on credit. Most families eventually owed more than they had. Then the banks started having trouble because so many people owed them who weren't able to pay. That was before the banks were backed by the federal government, so to keep them open, they had to collect what people owed them. Most people lost a lot of what they owned because they were so in debt. Some people even lost their houses, and they had to live with someone else, or out in the street. That was the beginning of what is known as the Great Depression. Then as a result of all this, the stock market crashed, and things went from bad to worse.

Why am I talking about History in a chapter about budgeting? Does anything in that last paragraph sound familiar today? Are any of those things happening today? We are going through an economic crisis now that is almost as bad as the Great Depression. It could easily become as bad. The people, and the families who will survive and do well in spite of the economic crisis are those who learn how to budget their money. They will be those who learn to make do with less. They will be the ones who have learned that survival doesn't have to be dependant on how big your paycheck is. They will be the ones who have learned how to have self-discipline. They will be the ones who don't have to spend money on costly habits. We don't have to be afraid of hard financial times; we just have to get ready for them. That is what we will discuss in this chapter.

The key to all this is to learn how to budget your money. A budget is not a set of rules to keep you from spending your money. It is a plan for controlling your expenses so that you can buy what you really need, and then you can have some money left over for things you want. A budget is a plan for how you spend money.

When you plan your budget you have to take into consideration two types of expense. There are some expenses that you have to have regularly every month. They are expenses like rent, utilities bills, phone bills. Even though these may fluctuate some, they stay in the same general range. They are called fixed expenses. There are some expenses that fluctuate, vary, so much that you can't really plan on what they will be from month to month. These are called varied expenses. Here are the main categories of expenses: Donations, Taxes, Housing, Clothes, Transportation, Insurance, Utilities, Savings, Recreation and Miscellaneous. What you spend can be broken down into these main categories.

Which of these are fixed and which are varied?

Here are the rules for creating a budget.

1. First you need to tithe. The Bible tells us that if we donate, set aside 10% of our budget for the Lord, He will bless the rest of money that you have. I have done this for years and it works. God blesses your finances, and helps you out in hard times when you give to Him first.
2. Let God guide you with how to spend the rest of your money. I went through a rough financial time. God helped us through it by showing us what to spend, what bills to pay, and when we needed to pay them. We would ask Him if we had extra money for something. When He showed us we didn't, we didn't argue. Because of His help we were able to turn a very rough financial time into a blessing.
3. Determine fixed expenses. Examples of these are rent, house payments, insurance payments, and other payments that are the same every month. These are the things that you need to concentrate on paying. Don't spend your money on things you don't really need, while you fail to pay your bills. A lot of people do that then they charge their bill money on a credit card. That is a very bad way to start out. Decide which weeks you need to take out money for which bills. Write it down so that you can plan. When that money is due, write the check and send pay it. Don't let other things take priority for that week.
4. Carefully estimate other expenses. One way to do this is to make a list of all the things that you spend money on for a month's time. Write down how much you spend on things. That is the best way to plan a budget for the month. Write down if you could have done without that particular thing or if it was a necessity. If you find that you don't spend as much as you could, don't start spending more. Start saving for those times that may come when you will spend more than you have. Those times will probably come.
5. Plan a realistic budget. Plan out what you need to spend. Take a notebook and write down what bills are due when. Remember that is when you have to have money available to pay those. Plan out how much money to set aside each week to be able to meet those bills. Plan out how much money you need for gas each week and set that aside. Plan how much money you need for food each week and set that aside. When you get your next weekly check, see what you have to pay with that. Take out the other expenses as well. Divide your paycheck according to your budget. Plan a realistic budget that you can live with.
6. Don't spend money that you don't have. Don't charge. Don't go credit card crazy. We'll talk more later why that is important.

7. If you have money left over, save it. Don't spend it. Hold onto it.

These are some steps that will help you to be able to budget your money.

Lets talk about credit. Credit means charging for things instead of paying for them outright. Credit should only be used for emergencies, but that isn't what most people do. People see credit as an increase in the money they can spend, instead of an increase in what they have to pay back. Let me say that again. Credit is not an increase in what we can spend, but it is an increase in what we have to pay back. Most credit comes because we "impulse buy", buy on an impulse instead of planning for major expenses. If we decide what we want to buy, then build it into our budget and save for it, by the time we have the money together, we may figure out that we really don't need it after all. That cuts down impulse buying.

Here is a reality check about buying things on credit, especially credit cards. Interest is what you pay the place that gave you money to buy what you bought. Let's say you are buying a new sound system for \$500.00 on a credit card that has a 25% interest rate. Let's say you have to make a payment of \$30.00 a month. Each month you have to pay a little over 2% interest on that amount that you borrowed which is \$10.00. (I found that by taking the 25% interest and dividing it by 12 months.) So each month you pay \$10.00 of the \$30.00 payment that you make just for the privilege of using their money. That means that only \$20.00 a month really goes to pay what you borrowed off. It will take you 2 years to pay your \$500.00 off. If you pay \$30.00 for 25 months, you will end up paying back \$750.00 which is \$250.00 more than what you borrowed to start with. Credit companies are sly, too. They know just how to rig things so that you don't get it paid off. One thing they do is charging late fees. If you are one day late they will charge you a huge late fee which adds to what you owe them. They also figure out interest in such a way that it keeps you indebted to them.

When you borrow a small amount like \$500.00 it is bad enough. What if you borrow money from a bank for a much larger amount? Let's say you are financing a house for \$50,000.00. That is 10 times more than what you did in the last paragraph. You would have to pay back $\frac{1}{2}$ the amount that you borrowed. That would mean that you would have to pay back \$75,000.00 to be able to borrow \$50,000.00. That is why it is important when you borrow money to watch interest rates. The higher the interest rate, the more you will have to pay back. Also, investigate fees like late fees, etc. Better yet, don't borrow money unless it is an absolute must.

One of the ways to avoid having to borrow money is to cut back on what you spend. One way to do that is to cut back on food expenses. Here are some ways to do that:

- Don't shop when you are hungry. Plan out a menu for the week. Plan what you are going to fix for the whole week, and one time a week buy groceries to be able to fix the things that are on your menu. Reuse food. One night fix pinto beans, and the next night add meat and make chili beans, or fix a good pot of vegetable soup using all your leftovers.

- Don't waste food.
- Shop for specials. Look for the best prices at the different stores. Use the papers to find the best prices.
- Don't buy name brands, get the cheapest brands which are usually the store brands.
- Use coupons.
- Don't buy non-food items at grocery stores. The best place to buy cleaning supplies, paper towels, beauty aids, is usually the Dollar General Stores, or Family Dollar stores. Or even the Dollar Tree. Wal-Mart isn't always the cheapest place to shop.
- Don't waste money buying lots of junk foods. Don't use a lot of dinners that are already prepared. Take time to cook.
- When you get ready to go to the store checkout, go back through your basket and make sure that you need everything you have. Put back the things you don't really need.
- Don't eat out a lot. Pack a lunch.
- Order the special when you do eat out. The food bar may not always be the best buy.
- Check your restaurant bill for errors.

All these are hints to help you to save money on food expenses.

Another expense that is a major expense is clothing. Here are some helpful hints to save money on clothing:

- Shop at discount outlets, or Thrift Stores. Thrift Stores have some really good bargains on nice, like-new clothing. Stay away from malls.
- Wake up about name brand clothes. It may have made you cool at public school to wear name brand clothes, but out in the real world it doesn't. I knew someone who worked in a sewing factory. They said that they would sew certain name brand labels in certain things they sewed. These sold for an unreal price in stores. Then they would sew generic brand tags in the same clothes, and these sold for really good prices. Think about that before you go name brand crazy. I have parents tell me that they skimped on the food on the table to be able to buy their kids name brand clothes. That is sad.
- Try on before you buy. If you don't fall in love with how it looks on you, don't get it because you probably won't wear it.
- Don't confuse shopping with fun. Shop to buy the things that you need.
- Plan what you need to buy ahead of time. Plan your wardrobe and mix and match what you have so that you get several different outfits out of just a few items.
- Bring the money you have to spend shopping, and don't bring any more. Don't charge. Spend only the money you have budgeted for clothing for the week.

Another major expense that you will have is the cost of transportation. Here are some helps with cutting back on transportation costs:

- When you buy your first car, buy it from someone that you trust. Have someone that knows a lot about vehicles go over it to make sure it is a sound vehicle before you buy it. Make sure that it is good on gas. Try it out. Don't just go by make or color. Look up the safety rating online, and then read about how sound it is by

checking it out in the best buy guides.

- Watch mechanics that find unexpected things wrong with your vehicle. If a mechanic finds a lot of extra things wrong, get a second opinion.
- If you sense a problem get it fixed before it becomes something major.
- Learn to change your own oil, filter, spark plugs, and top off your fluids. All these are easy to do.
- When running errands, combine your trips to save gas and time.
- Shop for the best prices on gas.

Another major expense is utility bills. Here are some ways to save on electric and heating bills:

- Fans are cheaper to buy and use than air conditioners.
- Cut the heat back and wear more clothes. There are so many people who call us at the church to see if we can help with unpaid electric bills because their electricity is going to be cut off because they can't pay. If you conserve, you won't have to do without.
- Keep the refrigerator door closed. Don't stand and look.
- Turn the lights and the TV off when you leave a room.
- Use lower watt bulbs in lights.
- Watch your phone bills. Limit the time everyone in the family can spend on the phone.

All these things will help you to be able to budget your money. If you budget your money, this will do many things. Have you lived in a household where there was always stress over the amount of money you had? Maybe every day there were creditors calling, hassling your parents over paying what was owed. When you live in that kind of atmosphere, often because of stress, people are at each other's throats, and there is a lot of fighting. Having problems with money often leads to stress at home. It can even lead to marriages splitting up, families splitting up. Too much stress can cause you to have sicknesses, health problems. If you have a lot of stress, it can hinder you from being able to do well at work. Too much stress can even cause you to lose a job because you can't function on your job. Taking care of money matters, and learning how to budget are very important keys to being successful.

Chapter 12 Self Test

1. Why is it important to be able to budget your money?
2. What are the main categories of expenses?
3. List three of the rules to help budget money?
4. Why is it bad to use credit unless it is for emergencies?

Chapter 13.

Step 11-Other Life Skills

Here are some other life skills that will help you. One important skill is learning how to solve problems. In other words, if you look at a situation that will take several steps to solve, can you figure out the steps that you need to take to get that situation fixed? Believe it or not, a lot of people fail in their lives, and they fail at work because they don't learn how to do this. For example, let's say that you work as a cook in a restaurant. You have to be able to do several things at once. You have to decide how much food to prepare when. Short order cooking, like fast food, is easier because you just do each order at a time. But with either job, you have to decide the steps that it takes to do what you do. You have to be able to do them fast. In a restaurant that isn't fast food, you have to decide: how to solve the problem of what do you cook next, how much of that particular food do you need to cook, how to cook it, how do you budget your time on the job to get it all done, what steps do you take. Then you may face situations that come up unexpectedly like: you might have to fix a special food for someone, you might have to deal with problem customers who come in to complain, you might have to do something different that your boss has for you to do. These are problems that you have to solve. Learning how to do things like this is a big part of any job.

Here is another example. You want to be a mechanic. Let's say you have to change the head gasket on a vehicle. What are the steps that you need to take to be able to do this? What tools do you need? How do you get the tools together-do you have what you need? What parts do you need? What situations do you need to watch for? Being able to think these things out is a problem-solving skill.

If you learn how to look at any job situation and figure out how to do the job, and how to deal with situations that come up you will do well on any job. This is an important job skill, and an important skill for your life. This may sound like a simple skill, but a lot of people don't do well with this, and because of that they don't succeed in the work world. How do people who do well with this learn this skill? We have talked before about how it is important to get all the experience that you can. Do everything that you can do. Learn everything that you can learn. If you are a couch potato sitting all day not doing anything but watching TV or gaming or texting, then you won't practice problem-solving skills. If you have an opportunity to help someone do something, do it. If you have an opportunity to volunteer at a business, do it. If you are given a job to do at home, do it with all your heart. You will learn how to figure out how to do things, by doing. That sounds like double-talk but it is true. You will learn problem-solving skills by doing things, facing situations, and having to decide what steps you need to take to solve a problem. If you never do anything, you won't know how to look at a job that needs to be done, figure out how to do it, deal with the different problems that might come out, and get that job done efficiently and well. Some of the keys with being good at problem solving is: being a good listener, knowing how to follow directions, remembering what you're told to do as far as learning how to do something, being able to do what you're told to do without being intimidated.

Another life skill is being able to listen and follow directions. Through the years our ministry has hired and worked people for different jobs. We've hired teachers and helpers.

We've hired people who worked with the school, we've hired workers for the food bank program we once run, we've hired workers and salesmen for the radio station. There have been lots of workers in the past. One of the biggest problems that we've had is that people couldn't listen to what they were told to do and do it. Why is that such a big problem? People don't listen any more. Their minds are on everything else but what you are telling them to do. They don't hear what their job is, and they don't pay attention when you tell them what to do. They can't keep their mind focused on what the managers or bosses are telling them to do. They aren't able to hear the different steps of what they are supposed to do. Part of the problem is that they are too busy wanting to do things their own way to hear the right way to do it. They want to tell us how to do it, but we are the ones who have been doing the job for years, and we know what is required to get the job done. You might have the skills for one workplace, but when you change jobs, how you need to do the job will change to meet the needs for this workplace. Don't ever go into a job with the attitude that you know how to do your job better than the people who own the business, better than your managers who are trained to train you, better than other people who have been doing that job for years. Be willing to listen and learn. Then when you learn how to do the job, do it that way. If you don't, then you won't keep your job for long. How do you practice this skill? Take notes when people tell you something to do that has several steps. These notes may be pen and paper notes, or mental notes where you make a checklist in your mind and continue to review it. Learn the best way that works for you. Get all the practice that you can.

Another life skill is learning how to take care of your personal appearance. That seems like an easy one, but a lot of people mess this up. That is something major that can cost you being able to get a job. I know a personnel manager at a large factory. She told me that sometimes when they see a person, that person is given a thumbs up or a thumbs down before they even talk to them. That doesn't seem right or fair, but it is reality. There are so many people out of work and they have to interview so many for the jobs they are hiring for, that if their first impression of an applicant is unfavorable, then they don't bother to talk to them. What are some of the things that they look for? While I was there at that office a young man came in with an application. He was very haphazard looking. His personal appearance was bad. He wasn't clean, he obviously hadn't had a bath or washed his hair in a while. His clothes were a mess. He had tattoos all over him. He had lots of earrings all over his face and ears. I watched the personnel manager give him a thumbs down. She looked at him, and turned around to the others in the office, and where the young man couldn't see her, she literally put her thumb down, and they got the hint that this guy was not to be hired. This young man was an extreme example. There are many people, though, who can't get hired because of their personal appearance.

Let's talk about good grooming skills. There have been students who come to school who actually smelled so bad that other students didn't want to be in the classroom with them. These students didn't realize that they smell that bad because you can get used to a smell, and you don't smell it yourself when it is you. They are outcasts because they don't take time to take a bath and wash their hair regularly. They don't brush their teeth or their hair. They go around looking like a bushman. They may be really smart kids who could be special, but people can't get past their appearance to see that. First impressions matter. If they were to go to a job interview, the person hiring would right away know by looking at them that if they aren't responsible enough to take care of their own selves, then they won't be dependable on a job.

Another aspect of good grooming is tattoos and piercings. You might be prejudiced against people who don't like tattoos and piercings. You might be in the crowd that thinks that these things are cool and sexy. You might think that these make you stand out in the crowd and be noticed. This is all great, but you need to consider this. The people in your crowd are not going to be the ones who do the hiring. Check it out. When you go to put in an application, do the people who are doing the hiring have tattoos, and piercings? If they have piercings, are they wearing earrings in them when they interview you? Do the people who work in that workplace wear piercings? Many jobs won't allow you to wear piercings. If the answer to any of these questions are no, then is it really the thing you need to do? If you want to get a job, dress for the job. Then when you get the job, remember to keep up the practice. How you dress and how you appear may help you keep the job you get. That means lots of things. If you are interviewing to get a job don't go in dirty holey jeans. If you are interviewing then dress up, not in formal clothes, but in decent looking clothes that fit the job scene you will be in. Go to the interview that way, and dress that way on the job. Also, girls, don't go to job interviews or to work in low cut tops, short skirts or short shirts. Don't dress in something that might give the impression that you are a loose sort of person. That goes along with good grooming. But also don't go with earrings all over your face. If you have piercings, pull them out. (Better yet, if you don't have them, don't get them.) First impressions matter.

Tattoos are something else that are popular with young people. One thought, will it be a young person your age in your crowd who is hiring you? There is a young man that came to school who is a young adult. His arms were solid tattoos. This tells me a couple of things about him. He doesn't know how to budget his money. He hasn't thought about his future, because tattoos are things that you can't undo if you don't like them or they get to be a problem. He hasn't thought about how this makes him look. Even though with the young crowd, tattoos are popular, with the older crowd they have a certain stigma. Some older people associate all the tattoos and piercings with the bushmen in the jungles, and they might not be far wrong. Maybe you agree with their opinions, maybe you don't, but that doesn't really matter. They are the ones who will be doing the hiring. They will be the ones who do the firing. Making a good impression on the job with your personal appearance matters. Keep this in mind.

Another first impression that is important is your self-confidence. If you go into a job interview and you hold your head down and never look at the person interviewing, if you never speak up above a whisper, if you show that you lack confidence by your body language, then you won't get a job. If you get the job, and you are afraid to step out and do it because you lack confidence, then you won't keep the job. Having self-confidence is another life skill.

All these things in this chapter are life skills that can help you to get a job and keep it. Each one of them is a key to success. Another important life skills is learning how to get along with other people. We'll talk about that in the next chapter coming up.

Chapter 13 Self Test

1. What other life skills are covered in this chapter. Name them.
2. Why is your personal appearance important? Why are first impressions important when you go to apply for a job?

Chapter 14.

Step 12- Getting Along With Others

I think that one of the biggest reasons why people can't keep a job is because they can't get along with others. There are very few jobs that don't require you to work with people. You have to work with your boss. You have to work with managers. You have to work with the other people on the job. How important is this life-skill? If you don't learn it you could be like the young man who came to the food bank to get a food box to help feed his family because he didn't have a job. He told me that he just couldn't get along with people so he had lost his last job.

I remember one young lady who hadn't learned how to disagree without being disagreeable. Another person on the job told her some things that she didn't like. She flew all over them. Guess who it was that lost her job. I know someone who doesn't like people to tell them what to do. They can't take constructive criticism. They can't take someone telling them that they need to do better in a certain area, and how to do that. They can't keep a job. I know a student who hadn't learned how to get along with other workers. They couldn't handle sharing the attention. They don't have a job. Getting along with others is an important life skill to learn. (I'll just throw this one in for free. Getting along with others is important not only on the job, but at home as well. If you can't get along with others in your family, then you won't be able to get along with others at work. If you can't listen to your parents and obey them, then you won't be able to listen to your boss at work. If you can't get along with other people at your house, then when you eventually get a house of your own, you won't be able to get along with your own family either. Getting along with others is an important skill to learn.) The number one thing to remember in learning how to get along with others is "It Isn't All About You". There are other people in your world.

There are three sets of people that you have to get along with at any job: the bosses and managers, the other workers, and the customers. We'll talk about helps to getting along with all three groups of people. The first group of people that you need to get along with is the bosses and managers. If you listen to instructions, and do what they tell you to do, you should get along with them. If you go to work on time and be at work on the days you are expected to be there, you will get along with them. If you can't be there, it is important that you call in ahead of time and let them know so that they can get someone to fill in for you. If you miss work for every little excuse, if you fail to call in, if you don't listen, and you don't do your job, then not only will you not get along with the managers, but you will also get fired from your job.

If you aren't responsible, if you halfway do your job, if you don't care whether or not you do well, then don't blame your manager if they don't get along with you. A lot of people fail on the job because they blame all their faults on the manager. They go from job to job. When they don't get along on the job, they blame the manager or someone else on the job. They go to another job and don't get along, and they blame the manager or someone else for their mistakes. They will lose job after job if they continue to do that, and eventually they will not be able to get a job. If you have problems on the job, the first place to look is at yourself. Evaluate yourself and find areas that you need to fix.

You may have bosses or managers who aren't doing a good job. My husband worked at a local plant for years. Many of his bosses were from up north, and they believed that the way to get a workforce to do their job was to cuss them out and keep them job scared. That didn't work, because the workers didn't do their best for those managers. Can you blame them? It was a lot to put up with, but for several years he put up with it, and did his best. After all it was a job and he supported us by doing it.

Sometimes you have to weigh the cost. If you want to keep a job, sometimes you have to put up with some things. But there are some things that you shouldn't have to put up with. One is a workplace that doesn't pay you for the hours that you work. Another is a work place that doesn't pay you overtime for the extra hours over 40 that you work. Also, never put up with sexual harassment on the job. If a manager or boss comes on to you like they expect sexual favors, then don't put up with that. If a manager or boss tries to get you to do something wrong, like steal or do something illegal, then don't go there either. Also, if a business is not safe, and it is not following legal safety regulations, then don't put yourself at risk to work there. There are many legal rights that workers have. To find out about legal requirements for workplaces go online at the Department of Labor website.

Here are a few requirements for employees and employers. These are found on the Department of Labor website.

Labor Restrictions:

If you are under 16, and older than 14, you can work, but you have to have a Worker's Permit. You can get this at the local school board for the county you live in, even if you go to school at New Life.

During the school year, 14 and 15-year old employees can't work more than 18 hours a week or more than three hours on a school night. They cannot work more than eight hours a day or 40 hours a week. They can't work before 7:00 am or after 7:00 pm. During the summer they can work as early as they need to, but can't work later than 9:00 pm. After you turn 16 these hours change. Workers under 18 can't do certain dangerous jobs like working with power-driven machines or saws.

Here are some more work regulations. These are from the Department of Labor Website:

1. Virginia Payment of Wage Law, § 40.1-29 of the Code of Virginia. Employers must establish regular pay rates and pay dates, and pay employees all wages, salaries, and commissions on or before the established payday. Fringe benefits such as

vacation, sick, holiday, and severance pay are not required to be given under the law, and employers may establish any or no policy regarding these fringe benefits. Payment must be made in cash, by check, or direct deposit if the employee chooses, and, in limited circumstances, by payroll debit cards. The law prohibits employers from making deductions, other than for taxes or other items required by law such as garnishments, without first securing the employee's written authorization to do so. Even with written permission, employees cannot be required to forfeit their wages for shortages, errors, damages, etc. Employers can be assessed a \$1,000 penalty per violation or face criminal charges for intentionally and willfully violating this law.

2. Virginia Minimum Wage Act, § 40.1-28.8 through 40.1-28.12 of the Code of Virginia. This law applies to employers who do not meet the coverage requirements of the federal Fair Labor Standards Act, and who have four or more employees excluding spouse, children, and parents of the employer. The minimum hourly rate is identical to the federal rate. An increase in the federal rate automatically increases the Virginia rate. Effective July 24, 2009, the hourly minimum rate was raised to \$7.25 per hour.
3. Virginia Child Labor Laws, § 40.1-78 through 40.1-116 of the Code of Virginia.
 - With few exceptions, these sections prohibit employment of minors under the age of 14, and require work permits to be issued for all minors under the age of 16.
 - Hours of work restrictions are established for minors under 16; employers are required to keep records to verify hours worked and breaks given to minors under 16.
 - The law also specifies types of employment that are prohibited or limited for minors under the age of 18.
 - No minor under the age of 18 may be employed in a hazardous occupation.
4. No minor under the age of 16 may be employed on a construction site, or in a hazardous occupation on a farm, garden, or orchard, or in other hazardous occupations. These hazardous occupations are set forth .
5. Employers must pay time and a half for all hours more than 40 hours a week.

Another group of people that you have to learn to get along with is the other workers. There will be different kinds of people that you have to learn to work with. They all won't be just like you. It's a lot like school in the public school. There could be a lot of drama going on, however, most work places forbid that kind of junk. In many work places, drama can get you fired. Some people you work with will care about being successful; some won't care about anything. Some people will know how to get along with others, while others won't. If you couldn't get along with the people in the public school, then you might not do well with others in the work world. I am not saying that you have to just take whatever is dished out to you, but I am saying that you need to learn how to handle working with others in a professional manner in spite of themselves. You need to learn how to get along with others in the work world.

One of the things that stop people from being able to work well with others is their not being able to control their anger. It isn't bad to get mad, we all do. It is bad, though, when we can't control our anger. Here are some helps with being able to control anger:

- Take a time out-breathe deep and count to 10
- Express your anger after you calm down. Tell what you feel. Don't do it in a confrontational way.
- Work it off-go out and exercise, do something physical.
- Think before you speak, you can't take things back after you've said them.
- Anger doesn't help anything, but solving the problem will. Instead of concentrating on what made you mad, concentrate on how you can solve the situation.
- Don't hold a grudge. Forgive and get on with your life. If you don't forgive, you are the only person who will get hurt.
- Forgiveness is a powerful tool. If you allow anger and other negative feelings to crowd out positive feelings, you might find yourself swallowed up by your own bitterness or sense of injustice. But if you can forgive someone who angered you, you might both learn from the situation. It's unrealistic to expect everyone to behave exactly as you want at all times.
- Lighten up-laughter is a good anger deterrent. Be careful though not to laugh at the person's expense. Also, the Bible says a soft answer turns away wrath. If you get mad in someone else's face, don't be surprised when they get mad and get in your face. If you answer with a soft answer, they will not know how to take that.

You also will have to learn how to get along with the customers. There is an old saying, the customer is always right, even if they are wrong. You can tactfully deal with a customer who has a bad attitude, and make them think that you are agreeing with them, even though you aren't. You can't be rude back to them just because they are rude to you. One of the hardest things with any job that works with the public is to put up with some of the things you have to put up with when working with the public. There are skillful, tactful, polite ways to disagree with disagreeable people. Through practice on the job, you can learn these. Watch how other more experienced workers who do well with the public handle situations. Talk to your manager if you have problems. Ask them the best way to deal with situations.

Here are some good people skills that will help you in the work world deal with management, other workers, and customers:

- Be a good listener.
- Communicate with others.
- Don't get personal, in other words keep your personal life out of your work life. The two don't mix. Don't spend time on the job telling your boss, or co-workers about all your person problems. That isn't the time.
- Smile and be friendly.
- Be tactful. Don't blurt out hurtful or offensive things.

- Don't be a gossip.
- Show others that you are concerned for them. Be helpful.
- Be able to accept constructive criticism-listen to others who are trying to help you to do your best.
- Be respectful and polite, not only to your bosses, but to other workers as well.
- Be able to work on a team.
- Don't be spoiled. Learn to give and take.

These are some ideas that will help you to get along with everyone on the job. If you don't learn how to work well with others, then you won't keep a job. When I see people who hop from job to job, and are never satisfied and can't get along with anyone no matter where they go, then I know that the fault belongs to that person. Don't be that kind of worker. That will certainly hinder success.

Chapter 14 Self Test

1. What three groups of people do you need to get along with at work?
2. How important is being able to get along with others? Why?
3. Choose two people skills from the list that you need to work on?
4. Name five steps to control your anger.

Chapter 15.

Step 13-Finding a Job

There are different steps to finding a job. We are going to talk about each part:

- Finding job opportunities
- Applying for jobs-the process you go by to get a job
- Interviewing
- Developing resumes and portfolios
- Knowing what to do when you are hired

First you have to locate potential jobs. There are many resources that can help you, and some places where you can look and things you can do to find jobs. One piece of good advice is, keep a job notebook. Write down places that are hiring. Write down numbers and names of the people who do the hiring for each job. Write down the dates of when you contact them, and who you talked to, and what was said. Write down what you need to do next. Maybe you need to call back, or you need to talk to someone else. Whatever you need to do, write it down. Don't depend on your memory, especially since you will be dealing with many different job sites over a length of time. Here are some more helpful hints:

- Talk to friends, talk to everyone you can about job possibilities. When you talk to people who work at different places, ask if they have any openings. If they do, write down their name, the name of the workplace, and their phone number. Find out who you need to talk to that does the hiring. Ask the person you are talking to if they would give you a recommendation. If they say, yes, then when you talk to someone at the business, give that person's name as a recommendation. Who you know means a lot when it comes to getting a job.
- Look for signs everywhere you go. Businesses usually put up Help Wanted signs on their signs, on their doors, on their windows, inside their businesses. Keep a lookout for signs. Write possibilities down in your job notebook.
- Look in Help Wanted ads in the newspapers.
- Go to the Employment Office. Ask them to help you to find job possibilities. One place to look is on their website, www.vecvirginia.gov. You can search for jobs online. It is also a good idea to go by. People often post up job opportunities on the bulletin board just inside the Employment Office. Also, they can help you with ideas.

The next step after you locate possible jobs is to fill out applications. A helpful hint for doing this is to get an application from a workplace, take it home, and fill it out. Most applications are about the same. If you have one filled out to take with you, then you know that you'll have the information that you need with you. Here is some information that you need to know:

- If you have graduated from high school, what is your graduation date?
- Give names and numbers for three personal references. These should be people who know you in a work or school type setting, not your family members or friends. Possibilities would be a teacher, a principal, your pastor, someone who works there at the place you are applying for who knows you fairly well.
- Work History-when you left the previous jobs, supervisor's name, reason for leaving, duties performed, wage there. The application might ask this information for all your previous jobs.

The worse thing that you can do is leave some questions blank. Also, it is important that you fill applications out neatly. If you mark out answers, and make a mess, that can cost you a job. Remember, first impressions matter.

After you turn in your application, call back in a couple of days to check to see if they have had time to look over your application. Be polite. When you call, be sure to ask for the person's name that does the hiring if you don't know it. Then the next time you call, you can ask directly for them so that you are talking to the same person every time. Write their name in your notebook. Write down the date you called. If you haven't heard anything from them in a week's time, then call again. Let them know that you are interested. Personnel managers have told me that is one thing that they look for in an applicant. Sometimes they don't even consider anyone who doesn't call back.

If a workplace is interested in you, often the next step will be calling you in for an interview.

One or more people will meet with you and ask you some questions. Here are some possible questions they might ask:

- Relax and tell me something about yourself
- Why do you want to work as a _____?
- What skills do you have that will enable you to do this job well?
- What qualifications do you have?
- Why do you want to work here?
- Tell me about your education and your training.
- What is one of your greatest accomplishments?
- What is your greatest weakness?
- Last year how many days did you miss in school? If you worked previously, how many days did you miss at work? (If you think that school attendance isn't important, guess again. I have had workplaces that were considering hiring a student to call and check on their attendance. If you were a boss hiring a worker, wouldn't you?)

Also, you will need to ask questions. Some of them might be:

- Would you describe a typical workday, and the things I'd be doing?
- Which duties are most important for this job?
- How would I be trained or introduced to the job?
- How long should it take me to learn my job?

You should never ask during an interview what your salary would be, when your vacations would be, when you get time off, sick days, etc. That makes it sound like you are not a good worker. Salary will come up, but let the interviewer bring it up, not you.

Sometimes interviewers will try to make you mad. Personnel managers tell me that they do this especially if a worker is going to work with the public. They want to see how you do under pressure. Be aware of this.

An employer might also ask you for a resume or a portfolio. To find a sample resume you can look online. Resumes are summaries of your experience and qualifications. They are usually required for more formal positions.

The next step after the interview might be that the employer calls you to come in to work. If he doesn't, then after a few days call and speak to the person who did the interview. Say that you are very interested in that position and wanted to follow-up to see if they have made a decision. If they haven't made a decision, then ask if you are being considered, and what you need to do next. If they say, yes, you got the job, find out the following: when do you start work, what time, where do you go, who do you talk to, what do you bring with you. Get all the information and don't trust your memory, write it down.

If the interviewer tells you that you did not get the job, then say, "I'm sorry to hear that. Could you give me some help with future interviews that I have? Why did you decide not to hire me?"

What can I do to improve in my next interview?”

The outcome of the hiring process is that you will get a job. You might not find one at first. The people who get hired are the ones that keep looking, no matter what they go through, no matter how many times they get turned down, they don't quit. If you want to get a job, keep looking, keep trying. You might have to hear a lot of no's before you hear a yes, but don't give up. Learn as you go.

Chapter 15 Self Test

1. Where can you look for jobs?
2. Why is it important to keep a job notebook?
3. What do you need to write in your job notebook?
4. Why is it important to call a business back after you put in an application?
5. What is an interview?

Chapter 16.

Step 14-Keep Your Job and Stay Safe

After you get your job, keep it. Before you do something that will cost you your job, think about how hard it was to find it. Respect your job and the opportunity that you have to work. There are thousands of people who don't have jobs. Appreciate yours. We have talked about a lot of job skills and things that you can do to help you keep your job. Go back over this book periodically and think about the things we talked about. If you need help with a situation on your job, and you don't know how to deal with it, but you are afraid that it might cost you your job, then talk to us about it. We would love to help.

Another thing that could cost you your job could be getting hurt on the job. Teens are often hurt on the job. That is true for a couple of reasons. They aren't experienced and may take unnecessary risks because they aren't. Also, it is because they have too many other things on their mind beside what they are doing. Concentrate on what you are doing, and you won't be prone to have accidents. Learn how to be safe. When people tell you what to do, do it like they tell you. Don't do the opposite to prove that you can get by with it. If they tell you how to do things to be safe, be smart. Do it that way. Prove how smart you are by listening and doing. You can't prove how smart you are by doing it anyway. Wear any protective clothing or gear that you are supposed to wear. Don't forget. Keep all work areas clean. Even the floor in a burger joint can be dangerous if it is full of oil. That is not only a hazard to you, but it will also be a hazard to everyone around you. Be mindful of the safety of others, too. If you have any concerns about safety on the job, talk to your employer, your parents, or teachers. For more information on working safe go to the website for the Department of Labor web site at www.dol.gov. We mentioned it earlier as being an excellent place to go to find out about labor laws.

Chapter 16 Self Test

1. How do you stay safe on the job?
2. Why is it important to listen and do what you are told?
3. How can trying to prove that you can do it anyway get you in trouble safety wise on the job?

Main Test

This is the main test, the exam for this course.

Do it on paper and turn it in.

1. T or F Success means having fortune and fame.
2. What is the word that means showing your good character by what you do. Having a good_____. A. Appearance B. Character C. Reference
4. Nehemiah was a person in the Bible who did what?
5. Why is it important to have a good self-image?
6. Why do people make fun of others?
7. Having a plan, something to look forward to in your future, is called a:
A. Vision B. Reference C. Challenge
8. Why is it important to find God's will for your life?
9. What does it mean to be saved?
10. Name some things God saves you from?
11. Why is it important to learn how to listen to God and obey Him, whether it is listening to His Word or to His voice leading you?
12. Why is it important to be dependable?
13. Where can you go to find out the difference from right from wrong? Why is it important to know right from wrong?
14. What is the *Mid-Atlantic Guide to Occupational Careers*? Where can you find it? What can you learn from it?
15. What is the difference between long-term goals and short-term goals?
16. T or F It isn't important to set short term goals, just set long term goals and go for them.
17. Have you set your long and short term goals for your life? What are they?
18. Does everyone need to go to college? Why or why not?
19. If you set up goals, but you don't ever meet them, what will happen with the plans you have for your future?

20. Which of the following means being able to make yourself do what you need to do even though you may not want to at the time: A. Self-Concept B. Self-discipline C. Self-criticism
21. When do you need to start working on good work habits? A. When you turn 18 B. After you graduate C. Now
22. Is what you do in school important? Why?
23. How can you get side-tracked from being successful?
24. Why are your relationships with people important in keeping from getting side-tracked?
25. What is the problem with drama?
26. How can you avoid drama?
27. Why is learning how to budget your time important?
28. Name three helps to being able to budget your time?
29. Why is it important to budget your money?
30. List the main categories of expenses?
31. Why is your personal appearance important when you look for a job?
32. What three groups of people do you need to learn to get along with on the job?
33. What are some steps to being able to control your anger?
34. What are some things you can do to help you look for jobs?
35. What is a job search notebook, what do you write in it, and why do you need to keep one when you are looking for jobs?
36. T or F After you apply for a job, don't call that business back and bother them.
37. Name some skills that will help you to stay safe on the job.
38. What are some attitudes that keep you from being safe on a job?
39. Have you enjoyed this book? Why or why not?

