PREPARING FOR THE FUTURE

A Transition Handbook for Success

Butte County SELPA

WorkAbility 1 Program

Revised 2015
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Dear Student,

Congratulations!!!! You have finished an important chapter in your life by completing high school. This is an exciting time as you are now faced with several decisions about your future. This handbook is meant to help you transition to the world of work by giving you the tools you need to plan for a successful future. You have accomplished a huge goal and you are on your way to accomplish many more! Always believe in yourself, strive to do your best, and most importantly never forget to smile and enjoy every moment life brings! We wish you all the best and happiness in the years to come....

Sincerely,

Your WorkAbility Team:

Julie Romero, Manager Employment Services

Susan Nance, Sr. Job Developer

Lynn Bakke, Job Developer

Jenny Dolan, Administrative Assistant

1870 Bird Street

Oroville, Ca 95965

(530) 532-5922
Personal Recordkeeping

One important step into adulthood is the responsibility for keeping your own personal records. These are documents that you will need when applying for a job, college/university, technical school, or even an apartment and more! It’s a good idea to keep them together in one safe place so that you will be able to find them easily when you need them.

1. **Social Security Card (original card):**
   
   **Social Security Office (Chico)**
   1370 E. Lassen Ave., Ste. 150
   Chico, Ca 95973
   (800) 772-1213

   **Social Security Office (Oroville)**
   115 Table Mountain Blvd.
   Oroville, Ca 95965
   (800) 331-7130

   **Social Security Office (Yuba City)**
   355 Percy Ave.
   Yuba City, Ca 95991
   (866) 331-5449
   TTY: (530) 671-1896

   **Social Security Office (Redding)**
   2660 Park Marina Drive, Ste. A
   Redding, Ca 96001
   (866) 964-1236
   TTY: (530) 246-5055

2. **Driver's License or California ID Card:**
   
   **DMV Office (Chico)**
   500 Cohasset Rd. #31
   Chico, Ca 95926
   (800) 777-0133

   **DMV Office (Paradise)**
   5921 Clark Rd.
   Paradise, Ca 95969
   (800) 777-0133

   **DMV Office (Oroville)**
   775 Mitchell Ave.
   Oroville, Ca 95965
   (800) 777-0133

3. **IEP Information:**
   Contact the high school where you graduated (files are kept for 3 years after graduation).

4. **High School Transcripts:**
   Contact the high school where you graduated.
Local Resources

Department of Rehabilitation

The California Department of Rehabilitation (DOR) is an employment and independent living resource for people with disabilities. DOR provides Vocational Rehabilitation Services to Californians with disabilities who want to work. The services include employment counseling training and education, mobility and transportation aids, job search and placement assistance.

The following is a list of the programs DOR offers:

- Mobility Evaluation
- Specialized Services for the blind, visually impaired, deaf and hard of hearing
- Assistive Technology
- Social Security Work Incentives and the Ticket to Work Program
- Independent Living
- Business Enterprises Program (BEP)
- Schedule A
- Limited Examination and Appointment Program (LEAP)
- Workforce Development
- Employment Today Video
- Boost Your Business Video
- Trainings

For more information about DOR and how to apply, please log onto the following website:

http://www.rehab.cahwnet.gov/index.asp

Locations:

<table>
<thead>
<tr>
<th>Chico Location</th>
<th>Yuba City Location</th>
<th>Roseville Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>470 Rio Lindo Ave.</td>
<td>1237 Live Oak Blvd.</td>
<td>151 North Sunrise Ave. Suite 601</td>
</tr>
<tr>
<td>Chico, Ca 95962</td>
<td>Yuba City, Ca 95991</td>
<td>Roseville, Ca 95661</td>
</tr>
<tr>
<td>(530) 895-5507</td>
<td>(530) 822-4591</td>
<td>(916) 774-4400 or (916) 774-4405</td>
</tr>
</tbody>
</table>
Local Resources

One-Stop Centers

One-Stop Centers help youth and adults find employment, plan a career, and provide a variety of training to help you prepare for the world of work. Please visit the websites listed below, at the One-Stop Center nearest your location, for more information and resources.

Locations:

**Chico Location:**
2445 Carmichael Dr.
Chico, Ca 95928
(530) 895-4364
www.butteonestop.org

**Oroville Location:**
78 Table Mountain Blvd.
Oroville, Ca 95965
(530) 538-7301
www.butteonestop.org

**Marysville Location:**
1114 Yuba Street, Suite 214
Marysville, Ca 95901
(530) 749-4800
(530) 749-4820
www.yuba1stop.org

**Yuba City Location:**
950 Tharp Road
Yuba City, Ca 95993
(530) 822-5120
www.sutteronestop.org
Local Resources

Alliance for Workforce Development

The Mission of the Butte County Community Employment Centers, each "A Workforce Development and Placement Center" is to establish "one-stop" employment centers which will serve as a common point of access for job seekers, employers, and community members for the purpose of education, training, employment, referral, and support services.

For more information please visit the following website:

www.afwd.org

Locations:

Chico Location:
2445 Carmichael Drive
Chico, Ca 95928
(530) 895-4364

Oroville Location:
78 Table Mountain Blvd.
Oroville, Ca 95965
(530) 538-7301

Alliance For Workforce Development, Inc.
California Job Corps

Job Corps is a free education and training program that helps young people learn a career, earn a high school diploma or GED, and find and keep a good job. For eligible young people at least 16 years of age that qualify as low income, Job Corps provides the all-around skills needed to succeed in a career and in life.

Locations:

Sacramento Job Corps Center
3100 Meadowview Road
Sacramento, Ca 95832
(916) 394-0770
http://sacramento.jobcorps.gov

San Jose Job Corps Center
3485 East Hills Drive
San Jose, Ca 95127-2970
(408) 254-5627
http://sanjose.jobcorps.gov

Treasure Island Job Corps Center
351 H. Avenue, Building 442
Treasure Island
San Francisco, Ca 94130
(415) 277-2400
http://treasureisland.jobcorps.gov

Los Angeles Job Corps Center
1020 S. Olive Street
Los Angeles, Ca 90015
(213) 748-0135
http://losangeles.jobcorps.gov

*for more locations please visit Job Corps website: http://www.jobcorps.gov/centers/ca.aspx

California Conservation Corps (CCC)

The California Conservation Corps is a state agency that puts together young people and the environment, to the benefit of both. Corps-members -- young men and women between the ages of 18 and 25 -- sign up for a year of working outdoors to improve California's natural resources. They also assist with emergency response: fighting fires, floods, earthquakes and pest infestations.

The CCC, modeled after the original Civilian Conservation Corps of the 1930s, is the oldest and largest conservation corps now in operation. Created by Governor Edmund G. Brown Jr. in 1976, more than 120,000 young people have been a part of the CCC since that time.

For more information, including more locations, please visit the CCC website: http://www.ccc.ca.gov

Chico Location:
2725 State Highway 32, Suite F
Chico, Ca 95973
(530) 894-0495

Redding Location:
4900 Mt. Lakes Blvd, Suite A
Redding, Ca 96003
(530) 241-3030
Far Northern Regional Center

Far Northern Regional Center is a fixed point of referral for individuals with developmental disabilities and their families.

FNRC also provides services to infants and toddlers (from birth to three years old) who are showing a delay in their development or who are at substantially high risk for a developmental disability.

FNRC coordinates community resources such as education, recreation, health, rehabilitation and welfare for individuals with developmental disabilities.

Location:

Far Northern Regional Center, Chico:
1377 E. Lassen Ave.
Chico, Ca 95973
(530) 895-8633
www.farnorthernrc.org

Service Providers:

- Work Training Center
- Mains'1 California LLC
- ARC of Butte County
- Caminar
- And many more!

Independent Living Services of Northern California

ILSNC is a nonprofit organization helping community members with disabilities to achieve and/or maintain their optimal level of self-reliance and independence.

It is the purpose of ILSNC to assist persons with disabilities to achieve and/or maintain their independence. ILSNC will provide support services (eg. information, housing assistance, and provider referrals) and to eliminate barriers (physical, emotional, societal, etc.) to increase opportunities for participation in the community. ILSNC will also work to ensure provision of needed services, identified by persons with disabilities and other community members, while supporting consumers' rights to live independently.

ILSNC serves California in the North State including: Butte, Glenn, Tehama, Plumas, Shasta, Lassen, Siskiyou, and Modoc counties.

Chico Location:
1161 East Ave.
Chico, Ca 95926
(530) 893-8527
www.ilsnc.org

Redding Location:
169 Hartnell Ave. Ste. 128
Redding, Ca 96002
(530) 242-8550
www.ilsnc.org
PRIDE Industries

PRIDE Industries, one of the nation's largest nonprofit employers of people with disabilities, provides outsourcing solutions that meet the manufacturing and service needs of Fortune 500 companies and government agencies nationwide.

**PRIDE Industries Mission, Vision, and Values:**

**Mission**

To create jobs for people with disabilities.

**Vision**

To be the premier employer of people with disabilities; the vendor of choice in the markets we serve; and the recognized leader in meeting the needs of individuals in overcoming barriers to employment.

**Values**

Mission: Creating good jobs for people with disabilities while operating our business profitably.

**PRIDE Industries Headquarters:**
10030 Foothills Boulevard  
Roseville, CA 95747-7102  
(916) 788-2100  
Toll Free: (800) 550-6005  
[www.prideindustries.com](http://www.prideindustries.com)

**Nearest Office Location:**
950 Tharp Road, Suite 601  
Yuba City, Ca 95993  
(530) 755-1736
Examples of services available through DSPS that are in addition to those regularly offered by the College include:

- Testing Accommodations
- Assessment for Learning Disabilities (limited and at the discretion of the director)
- Specialized Counseling
- Interpreter Services for hearing-impaired students
- Mobility Assistance
- Note-taking Services
- Reader Services
- Transcription Services
- Registration Assistance
- Specialized Instruction
- Adaptive Technology

**Butte College:**
3536 Butte Campus Drive
Oroville, Ca 95965
(530) 895-2511
[www.butte.edu](http://www.butte.edu)

**Disabled Student Programs and Services (DSPS):**
Butte College Main Campus – SAS 238
(530) 895-2455
[www.butte.edu/dspss](http://www.butte.edu/dspss)

**Financial Aid Office:**
Butte College Main Campus – SAS 160
(530) 895-2311
[www.butte.edu/financialaid](http://www.butte.edu/financialaid)

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**Yuba College:**
2088 North Beale Rd.
Marysville, Ca 95901
(530) 741-6700
[http://yc.yccd.edu](http://yc.yccd.edu)

**Disabled Student Programs and Services (DSPS):**
Yuba College Main Campus – Building 1800
(530) 741-6795
Videophone: (866) 274-7530
Email: dspsinfoyccd.edu
Website: [http://yc.yccd.edu/student/DSPS/](http://yc.yccd.edu/student/DSPS/)

**Financial Aid Office:**
Yuba College Main Campus
(530) 741-6781

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***Free Application for Federal Student Aid (FASFA) is available online at [www.fafsa.gov](http://www.fafsa.gov)***
## College Info/Resources

**Shasta College:**
11555 Old Oregon Trail
Redding, Ca 96049
(530) 242-7500
[www.shastacollege.edu](http://www.shastacollege.edu)

**Financial Aid Office:**
Shasta College Campus
(530) 242-7700
[http://www.shastacollege.edu/Student%20Services/Financial%20Aid](http://www.shastacollege.edu/Student%20Services/Financial%20Aid)

### State Universities:

**Chico State University:**
400 W 1st Street
Chico, Ca 95929
(530) 898-4636
[www.csuchico.edu](http://www.csuchico.edu)

**Financial Aid Office:**
Student Services Center – SSC 250
(530) 898-6451
[http://www.csuchico.edu/fa](http://www.csuchico.edu/fa)

**Sacramento State University:**
6000 J Street
Sacramento, Ca 95819
(916) 278-6011
[www.csus.edu](http://www.csus.edu)

**Financial Aid Office:**
Sac State Campus/Student Services Counter- Lassen Hall Room 1006
(916) 278-6554
[http://www.csus.edu/faid/future-students](http://www.csus.edu/faid/future-students)

**University of California, Davis:**
One Shields Ave.
Davis, Ca 95616
(530) 752-1011
[www.ucdavis.edu](http://www.ucdavis.edu)

**Undergraduate Financial Aid Office:**
1100 Dutton Hall
(530) 752-2390
(530) 752-2971 -Admissions

**Disabled Student Programs and Services (DSPS):**
Shasta College Main Campus – Room 2006
(530) 242-7790
[www.shastacollege.edu/Student%20Services/DSPS](http://www.shastacollege.edu/Student%20Services/DSPS)

**Disabled Student Services and Information:**
Student Services Center – 170
(530) 898-5959
[http://www.csuchico.edu/arc/disability-info](http://www.csuchico.edu/arc/disability-info)

**Office of Services to Students with Disabilities:**
Sac State Campus – Lassen Hall – Room 1008
(916) 278-6955
[www.csus.edu/sswd](http://www.csus.edu/sswd)

**Student Disability Center:**
Division of Student Affairs – 54 Cowell Building
(530) 752-3184
[http://sdc.ucdavis.edu](http://sdc.ucdavis.edu)
College Info/Resources

Brandman University
1275 Tharp Road, Suite B,
Yuba City, CA 95993
(530) 674-2758
https://www.brandman.edu

Financial Aid Onestop Office
P (530) 674-2758
F (530) 674-2953
Email: onestopYC@brandman.edu

The Office of Accessible Education and Counseling Services
Phone: (949) 341-9823
Fax: (714) 644-9973
https://www.brandman.edu/disability-services
Employment Tips

Picking up and Filling out the Application

Be careful, your application may be the first and only impression, and most often determines who will be called for an interview.

- Always print in black or blue ink or type.
- Always read the application (carefully follow directions).
- Answer all questions. If they do not apply to you, write N/A (not applicable).
- Make certain all information is correct.
- Be sure there are no smudges, erasure marks or cross outs on your application.
- Use correct spelling.
- Keep it positive! Never give negative answers. If necessary, you can explain at the interview.

Be sure to know the following information (you may want to have the following data on a card in your wallet).

- A telephone number where you can be reached.
- Names, addresses, and phone numbers of previous employers.
- Positions you held at each job, dates you worked, and wages paid.
- Schools you attended and the locations and dates you attended.
- Social Security Number.

References: A professional reference is a reference from a person who can guarantee your qualifications for a job. A professional reference is typically a former employer or co-worker, a supervisor or someone else who can recommend you for employment (not a family member). Use business people, former teachers, counselors, employers. Know full names, current addresses, titles, and phone numbers. Inform the people you will be listing as references that they may be contacted.
Resume

• List all employers starting with current or most recent.
• Do not use pronoun phrases, such as “I am”, or “I have”. It is a given that statements are about you.
• Use words that communicate success at a job and how well you did at that job.
• Keep your resume to one page.
• Have references available but do not list them on the resume. Include the phrase “References Available Upon Request.”

Sample Resume

Sarah Thomas
1234 Bird Street
Oroville, Ca 95965
(530) 123-4567
saraht@sample.com

Employment Objective:
To gain valuable work experience while working in a positive and upbeat environment.

Education:
2010-2014
Oroville High School
Oroville, Ca
B Honor Roll- June 2013

Work Experience:
May 2013-July 2013
WorkAbility Program- GameStop
Oroville, Ca
Associate Assistant
• Customer Service
• Organizing games
• Cleaning and re-stocking shelves

Volunteer Experience:
YMCA Youth Program
Oroville, Ca
• Assisted staff with outdoor activities
• Assisted staff in preparing meals and clean-up

Skills: Responsible, great listener, works well with others, and always positive.

Hobbies: Dancing, reading books, listening to music, and swimming.
Before the Interview

The interview is the most important step in obtaining a job. **Be Prepared!!**

- Know yourself. What are your interests and qualifications? Be prepared to talk about them in the interview.
- What work have you done?
- How did you do it?
- Did you use any special tools or equipment?
- Have you done any volunteer work for a community organization at school or at home?
- Do you have hobbies that might help you on your job?
- Have you prepared copies of your resume?
- Know something about the company before going into the interview. This will help you provide information during the interview on how you can benefit the employer.
- Check your personal appearance before you leave for the interview. **Dress for success.**

**Check for:**
- Good hygiene (shower)
- Brushed teeth
- Deodorant
- Clean/cut Nails
- Combed Hair
- Clean Clothes
- Appropriate Shoes

**What not to wear:**
- Baggy Clothing
- Heavy smelling perfume/cologne/aftershave/lotion
- Hats or Caps
- Sunglasses
- Sportswear
- Bulky Coats
- Heavy Make-up
- Revealing Clothes
- Excessive Jewelry
How to Dress for an Interview (male)

**DO**
- Tip: Carry a blazer for more formality
- Casual, yet polished
- Shirt cuffs show only slightly at the wrist
- Fits well; freshly pressed
- Shoes polished

**DON'T**
- Tip: To make the look less formal, the suit jacket can easily be removed
- Untucked shirt creates an unkempt, messy appearance
- Dress shirt and cotton khakis are a mismatch
- Messy hair
- Too small
- Too long
- Pants are too short, don't match jacket
- Shoes, socks not coordinated well with suit
- Too casual for any interview
- Tip: Make sure your outfit is free of wrinkles and stains, your hair and nails are well-groomed, and your shoes are polished

PHOTOS COURTESY OF OFFICETEAM
How to Dress for an Interview (female)

Interview outfits

**DO**

**Business casual**
This interview look would be appropriate for these industries: IT, startups, teaching, entry-level government positions, environmental engineering, aerospace (non-management), architecture, health-care/life-sciences research, social media, advertising/PR and retail.

- Detail adds interest but doesn't distract
- Sweater and pants fit well
- Casual, yet polished
- Pants are appropriate length for heels

**Business professional**
This more formal interview look works for these industries: health-care management and sales, hospital administration, biotechnology, banking, personal financial services, academic administration, hospitality, pharmaceutical sales and aerospace management.

- Blouse color, collar style go well with the suit
- Minimal jewelry
- Jacket not too short, not too long
- Could wear heels rather than flats to increase formality

**DON'T**

Necklace too large

- Tip: Avoid any bright or patterned clothing that may be distracting
- Too tight
- Cotton capris: too casual
- Too informal; this would be a better outfit for shopping at Pike Place Market (with different shoes)

**Meet the experts**
Local career experts Lisa Quast, CEO of Career Woman, Inc., and Josh Warborg, district president of Robert Half International, provided critiques of these outfits.

"Appropriate attire depends on the industry and company in which you will be interviewing, the geographic location and time of year."

"Suit in conservative colors, such as black, gray or navy, paired with light, solid-colored shirts are a safe choice."

PHOTOS COURTESY OF OFFICETEAM
Quick Review: Interview Tips

- Go to the interview ALONE.
- Leave your cell phone on silent, in your car, or at home.
- Smile, be courteous.
- Shake hands to introduce yourself
- Speak clearly.
- Make eye contact.
- Be enthusiastic.
- Practice good posture.
- Stay alert.

BE CONFIDENT
GET THE JOB!
BE PREPARED
BE YOURSELF
At the Interview

- Get to the interview a few minutes early; let the receptionist know who you are and whom you wish to see.
- Have your resume with you to give to the interviewer.
- Shake hands firmly (if offered).
- Keep answers brief and to the point.
- Be prepared to give examples of skills and job experience (extracurricular activities at school, such as sports, clubs, and any school or class offices you held).
- Avoid discussing personal problems.
- **ASK QUESTIONS**
- Request interviewer’s business card.
- Thank the interviewer for his or her time before leaving.

The interview is over when:

- Interviewer allows time for your questions.
- Interviewer thanks you for your time.
- Interviewer stands.

Examples of appropriate questions:

- When will you be making your decision?
- May I contact you in a few days?
- May I ask about the dress code?
- Is this a new position? How long has the position existed?
- What do you like about working for this company?
- Describe the work environment?
- Describe the typical responsibilities of the position.
- What are the most challenging aspects of the position?
- Describe the opportunities for training and professional development.
- Will I receive any formal training?
- Are there opportunities for advancement within the organization?
- When can I expect to hear from you?

**FOLLOW-UP**

- Send thank you notes within three days.
- Check your mail and messages for a response.
- If you are unable to be near a phone, arrange for your messages to be taken.
Tips on Keeping Your Job

- Start on time every day
- Learn the rules and obey them
- You worked hard to get the job, work hard to keep it
- Learn about the company, not just your job.
- Get along with others.
- Beware of gossip and don’t spread rumors.
- Respect all others.
- Be loyal, honest and trustworthy.
- Be responsible and take pride in our work.
- Communicate concerns with your supervisor.
When Changing Jobs Remember

- Give at least 2 weeks notice that you will be quitting.
- Give notice in person, not over the phone.
- Give a letter of resignation.
- Ask your boss for a letter of recommendation.
- Thank your boss for helping you learn the job.
- Thank co-workers for their help.
- Leave in a positive way, you may have to use them for a reference or you may decide to go back to that job again.
Online Career Information

www.O*NET.com
Full access, online version of the occupational network database

www.cacareerzone.org
Interactive career guide

www.careercruising.com
Career Cruising is an interactive career guide featuring multimedia interviews with real people in every career, in depth occupational profiles and comprehensive information.

www.careervoyages.com
Learn which occupations are projected to increase, know what skills and education are required, and find what training and education are in your area.

www.careergps.com
Provides information about occupations, schools and colleges, education, and training programs.

www.caljobs.ca.gov
Available jobs in the community.

http://sacramento.jobcorps.gov/home.aspx
Job Corps is a no-cost education and career technical training program administered by the US Department of Labor that helps young people ages 16 through 24 improve the quality of their lives through career technical and academic training.

http://www.ccc.ca.gov/Pages/default.aspx
The California Conservation Corps is a state agency hiring young men and women, 18 to 25, for a year of natural resource work and emergency response. Simply states, the CCC puts youth and the environment together to benefit both. The young men and women of the Corps work hard protecting and restoring California’s environment, responding to disasters, becoming stronger workers, citizens and individuals through their service.

www.monster.com
Find the job that’s right for you. Use Monster’s resources to create a killer resume, search for jobs, prepare for interviews, and launch your career.

www.chicojobs.com
Looking for jobs in Chico, California? Chico Jobs helps you find jobs in Chico, CA (and find Oroville jobs and Willows Jobs). The advantage in using Chico Jobs is that we are locally focused, helping those seeking jobs in Chico find jobs, careers and employment in Chico by connecting with local Chico employers. If you have employment or hiring needs in Chico, California, Chico Jobs is your solution.
## Budget Worksheet

**Name:**

**Month:**

**Year:**

<table>
<thead>
<tr>
<th>INCOME</th>
<th>MONTHLY INCOME</th>
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<tr>
<td>Wages 1</td>
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<tr>
<td>Wages 2</td>
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<tr>
<th>EXPENSES</th>
<th>MONTHLY EXPENSE</th>
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<tbody>
<tr>
<td>Rent/Mortgage</td>
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<tr>
<td>Auto Maintenance</td>
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<td>Auto Insurance</td>
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<td>Gasoline</td>
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<td>Cable TV</td>
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<td>Child Care</td>
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<td>Groceries</td>
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<td>Medical or Health Insurance</td>
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<td>Hair Care</td>
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<td>Gifts and Donations</td>
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<td>Water and Garbage</td>
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<td>Gas and Electricity</td>
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<tr>
<td>Entertainment &amp; Recreation</td>
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<tr>
<td>Home/Renters insurance</td>
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</tr>
<tr>
<td>Household items</td>
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**TOTALS**
21 SUGGESTIONS FOR SUCCESS

by H. Jackson Brown, Jr.

1. Marry the right person. This one decision will determine 90% of your happiness or misery.

2. Work at something you enjoy and that's worthy of your time and talent.

3. Give people more than they expect and do it cheerfully.

4. Become the most positive and enthusiastic person you know.

5. Be forgiving of yourself and others.

6. Be generous.

7. Have a grateful heart.

8. Persistence, persistence, persistence.

9. Discipline yourself to save money on even the most modest salary.

10. Treat everyone you meet like you want to be treated.

11. Commit yourself to constant improvement.

12. Commit yourself to quality.

13. Understand that happiness is not based on possessions, power or prestige, but on relationships with people you love and respect.


15. Be honest.


17. Be decisive even if it means you'll sometimes be wrong.

18. Stop blaming others. Take responsibility for every area of your life.

19. Be bold and courageous. When you look back on your life, you'll regret the things you didn't do more than the ones you did.

20. Take good care of those you love.

21. Don't do anything that wouldn't make your Mom proud.