

# PREPARING FOR THE FUTURE

*A Transition Handbook for Success*



*Butte County SELPA*

*WorkAbility 1 Program*

*Revised 2015*

# Table of Contents

Congratulations Introduction.....	Page 1
Personal Recordkeeping.....	Page 2
Local Resources.....	Pages 3-8
Department of Rehabilitation.....	Page 3
One-Stop Centers.....	Page 4
Alliance for Workforce Development.....	Page 5
Job Corps/CA Conservation Corps (CCC).....	Page 6
Far Northern Regional Center/Indep. Living Services.....	Page 7
Pride Industries.....	Page 8
College Info/Resources.....	Page 9-11
Butte College/Yuba College.....	Page 9
Shasta College/Chico State/Sac State/UC Davis.....	Page 10
Brandman University.....	Page 11
Employment Tips.....	Page 12-22
Picking up and Filling out the Application.....	Page 12
Resume.....	Page 13
Before the Interview.....	Page 14
How to Dress for an Interview (male).....	Page 15
How to Dress for an Interview (female).....	Page 16
Quick Review-Interview Tips.....	Page 17
At the Interview.....	Page 18
Tips for Keeping your Job.....	Page 19
When Changing Jobs.....	Page 20

**Online Career Information..... Page 21**  
**Budget Worksheet..... Page 22**  
**21 Suggestions for SUCCESS..... Page 23**

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):

National SS Website: [www.ssa.gov](http://www.ssa.gov)

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:

National DMV Website: [www.dmv.org](http://www.dmv.org)

DMV Office (Chico)  
500 Cohasset Rd. #31  
Chico, Ca 95926  
(800) 777-0133

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

DMV Office (Paradise)  
5921 Clark Rd.  
Paradise, Ca 95969  
(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:

##### Chico Location

470 Rio Lindo Ave.  
Chico, Ca 95962  
(530) 895-5507

##### Yuba City Location

1237 Live Oak Blvd.  
Yuba City, Ca 95991  
(530) 822-4591

##### Roseville Location

151 North Sunrise Ave. Suite 601  
Roseville, Ca 95661  
(916) 774-4400 or (916) 774-4405

## 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](http://www.butteonestop.org)

##### Oroville Location:

78 Table Mountain Blvd.

Oroville, Ca 95965

(530) 538-7301

[www.butteonestop.org](http://www.butteonestop.org)

##### Marysville Location:

1114 Yuba Street, Suite 214

Marysville, Ca 95901

(530) 749-4800

(530) 749-4820

[www.yuba1stop.org](http://www.yuba1stop.org)

##### Yuba City Location:

950 Tharp Road

Yuba City, Ca 95993

(530) 822-5120

[www.sutteronestop.org](http://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](http://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.*



## Local Resources

### 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>

##### Treasure Island Job Corps Center

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

##### San Jose Job Corps Center

3485 East Hills Drive  
San Jose, Ca 95127-2970  
(408) 254-5627  
<http://sanjose.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

## Local Resources

### 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](http://www.farnorthernrc.org)

**Service Providers:**

- Work Training Center
- Mains'l 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](http://www.ilsnc.org)

**Redding Location:**  
169 Hartnell Ave. Ste. 128  
Redding, Ca 96002  
(530) 242-8550  
[www.ilsnc.org](http://www.ilsnc.org)

## Local Resources

### **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

## College Info/Resources

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/dsps](http://www.butte.edu/dsps)

**Financial Aid Office:**

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

**Yuba College:**

2088 North Beale Rd.  
Marysville, Ca 95901  
(530) 741-6700  
<http://yc.yccd.edu>

**Disabled Student Programs and Services (DSPS):**

Yuba College Main Campus – Building 1800  
(530) 741-6795  
Videophone: (866) 274-7530  
Email: [dspsinfo@yccd.edu](mailto:dspsinfo@yccd.edu)  
Website: <http://yc.yccd.edu/student/DSPS/>

**Financial Aid Office:**

Yuba College Main Campus  
(530) 741-6781  
<http://yc.yccd.edu/student/financial-aid.aspx>

\*\*\* 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)

### 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)

### Financial Aid Office:

Shasta College Campus  
(530) 242-7700

<http://www.shastacollege.edu/Student%20Services/Financial%20Aid>

## State Universities:

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### Chico State University:

400 W 1<sup>st</sup> Street  
Chico, Ca 95929  
(530) 898-4636

[www.csuchico.edu](http://www.csuchico.edu)

### Disabled Student Services and Information:

Student Services Center – 170  
(530) 898-5959

<http://www.csuchico.edu/arc/disability-info>

### Financial Aid Office:

Student Services Center – SSC 250  
(530) 898-6451

<http://www.csuchico.edu/fa>

### Sacramento State University:

6000 J Street  
Sacramento, Ca 95819  
(916) 278-6011

[www.csus.edu](http://www.csus.edu)

### 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)

### Financial Aid Office:

Sac State Campus/Student Services Counter- Lassen Hall Room 1006  
(916) 278-6554

<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)

### Student Disability Center:

Division of Student Affairs – 54 Cowell Building  
(530) 752-3184

<http://sdc.ucdavis.edu>

### Undergraduate Financial Aid Office:

1100 Dutton Hall  
(530) 752-2390  
(530) 752-2971 -Admissions

[http://admissions.ucdavis.edu/cost/financial\\_aid.cfm](http://admissions.ucdavis.edu/cost/financial_aid.cfm)

## College Info/Resources

**Brandman University**

1275 Tharp Road, Suite B,  
Yuba City, CA 95993  
(530) 674-2758

<https://www.brandman.edu>

**The Office of Accessible Education and Counseling Services**

Phone: (949) 341-9823  
Fax: (714) 644-9973

<https://www.brandman.edu/disability-services>

**Financial Aid Onestop Office**

P (530) 674-2758

F (530) 674-2953

Email: [onestopYC@brandman.edu](mailto:onestopYC@brandman.edu)

# 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](mailto: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
<i>Associate Assistant</i>		

- Customer Service
- Organizing games
- Cleaning and re-stocking shelves

### **Volunteer Experience:**

Dec. 2012-Feb. 2013	YMCA Youth Program	Oroville, Ca
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- 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



Casual, yet polished

Tip: Carry a blazer for more formality



Tip: To make the look less formal, the suit jacket can easily be removed

Shirt, tie coordinate well with suit

Shirt cuffs show only slightly at the wrist

Fits well; freshly pressed

Shoes polished

## DON'T



Untucked shirt creates an unkempt, messy appearance

Dress shirt and cotton khakis are a mismatch

Too casual for any interview

Messy hair



Too small

Too long

Pants are too short, don't match jacket

Tip: Make sure your outfit is free of wrinkles and stains, your hair and nails are well-groomed and your shoes are polished

Shoes, socks not coordinated well with suit

# 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

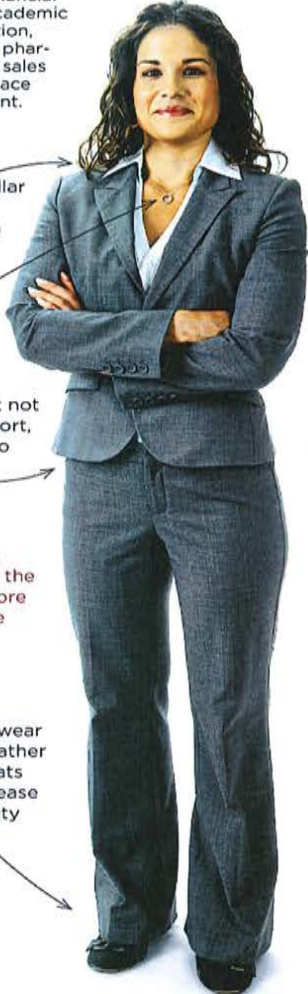
Sweater and pants fit well

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

Tip: Check yourself in the mirror before leaving the house

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."



Quast

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



Warborg

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.



## 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](http://www.O*NET.com)

Full access, online version of the occupational network database

[www.cacareerzone.org](http://www.cacareerzone.org)

Interactive career guide

[www.careercruising.com](http://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](http://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](http://www.careergps.com)

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

[www.caljobs.ca.gov](http://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 stated, 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](http://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](http://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: \_\_\_\_\_

INCOME	MONTHLY INCOME
Wages 1	
Wages 2	
Other Income	
Other Income	
EXPENSES	MONTHLY EXPENSE
Rent/Mortgage	
Auto Maintenance	
Auto Insurance	
Auto Payment	
Gasoline	
Cable TV	
Child Care	
Groceries	
Medical or Health Insurance	
Hair Care	
Clothing	
Credit Card Payment	
Gifts and Donations	
Water and Garbage	
Gas and Electricity	
Entertainment & Recreation	
Home/Renters insurance	
Household items	
Laundry and Cleaning	
Home Phone	
Cell Phone	
School Expenses	
Vacations	
Subscription	
Prescriptions	
Cash	
Savings	
Other Payments	
Other Savings	
<b>TOTALS</b>	

# 21 SUGGESTIONS FOR S·U·C·C·E·S·S

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.
- 14 Be loyal.
- 15 Be honest.
- 16 Be a self-starter.
- 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.