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TEACHER GUIDE

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STUDENT HANDOUTS

READING COMPREHENSION

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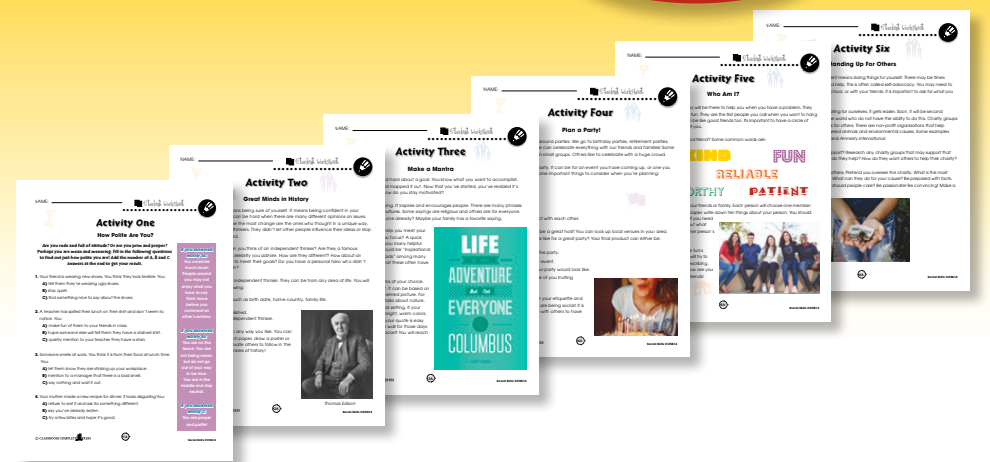
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Personal Development

1. Junior really enjoys running. He just finished a 3 mile (5 km) charity race. His friend suggests signing up for a half marathon. Is this a realistic goal for Junior?

2. Eli wants to build a birdhouse for his mother. Mother's Day is a few weeks away. He thinks he can start and finish the project in a few hours. He starts the morning of Mother's Day. Is this a good idea?



3. Use the words in the box to answer the questions. You can use a dictionary to help you.

realistic habit setback
lifelong hobby

- a) What is something you do repeatedly without thinking?
- b) What do you do for fun in your spare time?
- c) What is someone who sets attainable goals?
- d) What does it mean to do something your entire life?
- e) What may stop you from moving forward?



Personal Development

Better! Faster! Stronger! People are constantly always looking for ways to improve their lives. But how can you do it in a **realistic** way? How can you stay **motivated** when you are trying to make improvements? How can you reach your goals? There are many ways to grow and learn when you want to make changes.

Goals are easier to meet when you know why and how. Why is your goal important? What will happen when you reach it? What will you gain? It will be easier to meet if you make a plan. How often do you want to exercise? When will you drink each glass of water? Planning ahead will make it easier to avoid bad **habits**.

Bad habits can often get in the way of our goals. If you like to watch a lot of television, it may make it harder to exercise as often as you would like. Staying up late when you hang out with your friends can get in the way of getting more sleep. It is hard to change our habits when you want to improve something.

Try associating your good habits with an action. For example, try putting your workout clothes by your bed in the morning. You will make your morning workout much easier to start.

Our emotions can sometimes get in the way. It's easy to feel **discouraged** or annoyed when you are doing something hard. Find a helpful friend who will keep you on track. Be kind to yourself. If you have a **setback**, don't let it discourage you. Remember, look for progress, not perfection!

Lyla is trying to get a better night's sleep. Every night she stays up late watching TV shows. She decided to set an alarm on her phone that reminds her to get ready for bed. Lyla scrolls through social media before shutting off her lights.

- a) What is the trigger for Lyla not getting enough sleep?
- _____
- b) What is something that may still set her back?
- _____



Personal Development

1. You have decided to set a goal of running a 6-mile (10-kilometer) race. Put the events in the correct order of achieving this goal.

- a) Run the race.
- b) Set a date for your race.
- c) Practice four times a week.
- d) Note that you usually watch tv after work every day.
- e) Decide that four days a week, you will go for a run instead of watching tv.

2. Fill in the blank with the correct word from the word bank.

instructor heals complex free friends leg
important play tutorials season better

Kaitlyn loves to play hockey. One game, she broke her a. She must wait for many weeks before it b, and she can play with her team. What can she do in her c time while she waits? It is d to have a wide variety of activities to enjoy. Kaitlyn was given an old keyboard last Christmas. She decides to watch some keyboard e online. She learns to f a few basic songs. As her leg gets g, so does her keyboard skills. She decides she would like to take lessons with an h. Soon, she can play more i songs. By the time next hockey j rolls around, she is playing keyboard with a group of k every week!



Personal Development

3. Francesco loved to play video games when he was younger. He would spend hours each weekend playing with his friends. Now, Francesco needs to get a part time job to save for college. He will probably have to work a lot on weekends. With his new job, he won't have time for all the things he likes to do. What can he do to incorporate his interests into work? What kind of job might be a good fit? What new things could he learn to put into place in a job?

Graphic Organizer

4. Use the graphic organizer on page 12 to help plot your steps to achieving your goal.

What do you dream of doing? Is there currently a big task ahead of you? The key to success is planning! By knowing where you want to end up, you can figure out what needs to be done to get there. Small steps will all add up to your bigger goal. The more specific you can be, the better.

Use the ladder chart to plot your steps. At the top is your big goal. Get creative! Maybe you want to run a marathon. Perhaps you want to go on a trip overseas. Next, start from the bottom to plot your course. The very first step is the bottom rung. Each level of the ladder is another part of your process. Feel free to extend the ladder if you need to. To make yourself more accountable, you may want to add dates to your ladder. It may help to have an end date for your big goal. If you want to save money, how much will you save? When do you want to save it by? Add that to the ladder. Then, assign deadlines to the smaller steps. This will help keep you on track. You can accomplish anything you want, with a clear plan!



Who's the Boss?

Any job can be stressful. The more stressed we are, the easier it can be to make mistakes. Managers are there to make sure the least amount of mistakes are made. A good boss is kind, fair, and helpful. They want you to learn from your mistakes. When everyone wants what is best for the business, it makes your work life much easier. Even if you don't like your job, no one wants to be in trouble all of the time.

With one or two friends, you will role play a workplace scenario. There will be two scenarios to act out. The first will focus on accountability: showing up on time, remembering your shift, letting someone know you made a mistake. The second will focus on when a mistake has been made and how you can accept responsibility for your actions.

One person will be the manager and the other(s) will be the staff member(s). Remember how each role should behave. What makes a good manager? What should a good employee do? What level of professionalism should each person have?

Scenario 1: Olivia works part time at a clothing store. She has between 3-5 shifts a week. Each week she may have different days off. The new schedule has just been posted. She notices she is booked to work during her driving test. She would like to ask her manager, Joseph, to have it switched. Olivia always shows up on time and rarely takes a sick day. How would this conversation go?



Scenario 2: Carter works at a computer store. He usually stocks the shelves and helps customers find the right device. He has been working at the store for about two months. Carter has been having difficulty using the computer system but hasn't asked for help. One day, Carter sold a phone to a customer. They were very happy with the price. After the sale, Carter realized he had scanned the wrong item and the customer got the phone for several hundred dollars less. Carter didn't tell his boss and hoped no one would notice since it's a big store. His manager, Lucia, called him in for a meeting the next day. What will Lucia say to Carter? Will Carter take responsibility?



Crossword Puzzle!

Across

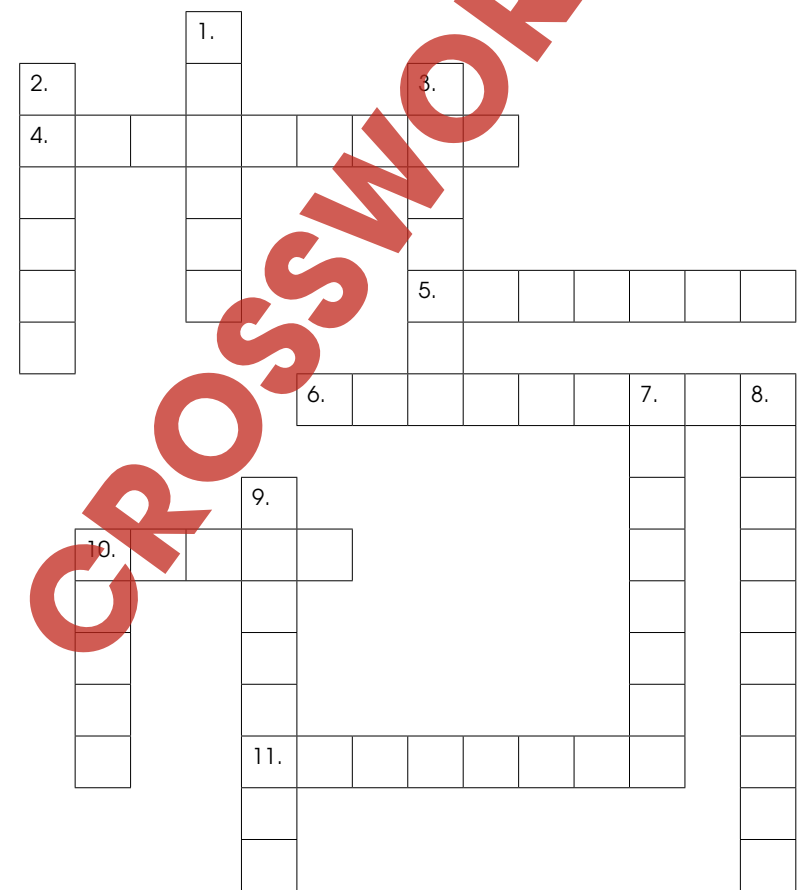
4. Likely to happen in life.
5. This may prevent you from meeting your goals.
6. Wanting to do something strongly.
10. Something you do repeatedly.
11. Views on a topic.

Down

1. To be courteous, respectful.
2. An increase in size.
3. Your way of thinking.
7. Actions that cause others to do something.
8. To convince someone not to do something.
9. For the duration of your life.
10. An activity to do in your spare time.

Word List

discourage
growth
habit
hobby
lifelong
mindset
motivated
opinions
polite
realistic
setback
triggers



Comprehension Quiz

Part A

Circle **TRUE** if the statement is TRUE or **FALSE** if it is FALSE.

- TRUE FALSE** a) Etiquette means always saying how you feel.
- TRUE FALSE** b) You should always be respectful of other's customs.
- TRUE FALSE** c) Asking for help is a good idea at work.
- TRUE FALSE** d) Always do what most of your friends want to do.
- TRUE FALSE** e) A true friend will never want you to be uncomfortable.
- TRUE FALSE** f) Showing up on time for work is positive accountability.
- TRUE FALSE** g) Working in a group is best when you insist you are in charge.

Part B

List three ways you can have an open mind.

Splitting a Check

PIZZA CENTRAL

PATRICK STREET
NEW JERSEY
07030
201-456-7890

Date: 06/15

Time: 10:40

Server: Alannah

Table: 13

DRINKS

3 x SOFT DRINK \$2.75
1 x WATER no charge

MAIN

1 x sm. pineapple pizza \$5.99
2 x med. cheese pizza \$8.99

SUBTOTAL (7 items) \$32.22

TIP \$ 6.50

TOTAL including tax: \$43.23

Total split 4 ways \$10.80

Thank you, please call again



Personal Development

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