**Essential Life Skills for All Teens**

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| **Independent Living Skills** |
| **Personal Appearance Skills** | Done | Date |
| Basic clothing repair (Buttons, hems) |  |  |
| Iron garments |  |  |
| Fold, put away clothes |  |  |
| Laundry – follow care labels, treat stains |  |  |
| Maintain personal appearance |  |  |
| **Home Skills** | Done | Date |
| Research housing options |  |  |
| Arrange rent, utilities, phone |  |  |
| Basic routine maintenance |  |  |
| Clean, vacuum, dust |  |  |
| Find a circuit breaker/use it |  |  |
| Locate, use water stop tap |  |  |
| Fix basic plumbing |  |  |
| **Food Skills** | Done | Date |
| Plan, shop for healthy diet |  |  |
| Prepare, store food |  |  |
| Cook balanced meals |  |  |
| Use kitchen appliances |  |  |
| **Transportation and Community Access** |
| **Drive/Maintain Car and Driving Licence** | Done | Date |
| Buy car, buy insurance |  |  |
| Vehicle registration |  |  |
| Pump fuel |  |  |
| Maintain vehicle oil, fluids |  |  |
| Maintain, change tyres |  |  |
| Follow traffic laws/safety |  |  |
| **Use Public Transportation** | Done | Date |
| Know timetables |  |  |
| Know routes, pick up points |  |  |
| Know options (Bus, Taxi, Train) |  |  |
| **Community Access** | Done | Date |
| Read a map/use GPS |  |  |
| Know landmarks |  |  |
| Community Orientation |  |  |
| Know options |  |  |

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| **Health and Wellness** | Done | Date |
| Basic First Aid |  |  |
| Maintain healthy diet |  |  |
| Use medication safely |  |  |
| Routine exercise |  |  |
| Making healthy lifestyle choices |  |  |
| Maintain hygiene/grooming |  |  |
| Be aware of personal safety |  |  |
| Make appointments if needed  |  |  |
| **Financial**  | Done | Date |
| Understand gross/net pay, deductions |  |  |
| Make a budget – stick to it |  |  |
| Use a bank/ATM/on-line banking |  |  |
| Open, use and balance check an account |  |  |
| Apply for credit cards – use wisely |  |  |
| Benefits planning |  |  |
| Savings account |  |  |
| Keep track of documents file taxes |  |  |
| **Post 16 Options** | Done | Date |
| Explore Post 16 education options |  |  |
| Apply decision-making skills |  |  |
| Access Information, advice and guidance |  |  |
| Develop CV |  |  |
| Submit applications/CV on-line |  |  |
| Interview skills |  |  |
| **Citizenship** | Done  | Date |
| Register to vote, vote |  |  |
| Comply with laws/regulations |  |  |
| Be environmentally responsive |  |  |
| Participate in community activities |  |  |
| Volunteer |  |  |
| **Use Technology at Work, Home and Socially** | Done | Date |
| Use social media responsibly |  |  |
| Know cyber presence |  |  |
| Validate sources of information |  |  |
| Maintain safe identity |  |  |
| Know current technology applications, programs and hardware |  |  |
| **Be a Lifelong Learner: Be curious & interested to learn new things or apply old info in new ways** | Done | Date |
| Seek opportunities to learn – in classroom, with computers, with books, with people |  |  |
| Take in information – Analyse it, join it with other information, then apply it |  |  |
| Learn from and with others – share what you learn – recognise you are not “the expert” |  |  |
| **Social / Recreation** | Done | Date |
| Develop, maintain healthy family relationships |  |  |
| Explore social/recreational opportunities |  |  |
| Pursue hobbies, recreational interests |  |  |
| Develop, maintain healthy friendships |  |  |
| **Self Determination/Self-Management** | Done | Date |
| Know yourself – your strengths, limitations |  |  |
| Manage your time |  |  |
| Set priorities |  |  |
| Monitor your performance |  |  |
| Balance your responsibilities and priorities |  |  |
| Adapt and accept change |  |  |
| Advocate for yourself to meet your needs |  |  |
| Learn from mistakes |  |  |
| BELIEVE IN YOURSELF |  |  |
| **Employability Skills** | Done | Date |
| Communication skills (listen, speak, customer service) |  |  |
| Interpersonal skills (leadership, social skills, teamwork) |  |  |
| Personal qualities/work ethic |  |  |
| Thinking skills (analyse, prioritise, visualise, problem solve) |  |  |
| Application of core academic skills |  |  |
| Use of technology |  |  |
| Manage resources, time |  |  |
| Understand value of lifelong learning |  |  |
| Be adaptable |  |  |