Transferable Skills Help Sheet

Transferable skills are part of workforce preparation skills. They are skills that can help you get a job, keep a job, and move along a career path. This help sheet can be used to reflect on your personal growth on using transferable skills at work, home, and school.

1. **Critical Thinking**

This section explains that critical thinking is an important skill that helps us make good decisions and solve problems. It means using our brains in a smart way to think carefully, ask questions, and understand information before making a choice. Critical thinking helps us in school, at home, and in everyday life. Whether we’re solving a tricky math problem, understanding a story, or deciding what’s fair, thinking critically helps us make the best choices.

| **Critical Thinking Skill Description** | **Indicators** | **Notes** |
| --- | --- | --- |
| * 1. **Observes critically**

**What does this mean?**This means looking closely at details and thinking carefully about what you see, hear, or experience. It’s about paying attention, asking questions, and making sure you understand things well.**Why is it important?**Employers look for workers who can understand situations, spot mistakes, and make good decisions. Paying close attention helps you solve problems, do better work, and understand things more clearly. It also helps you stay aware and make smart choices. | [ ]  Deciding what you’re looking for and choosing the best way to observe it.[ ]  Focusing on the important details and paying attention to what truly matters.[ ]  Keeping track of what you’re doing and making changes if needed to get better results. |  |

| **Critical Thinking Skill Description** | **Indicators** | **Notes** |
| --- | --- | --- |
| * 1. **Solves problems**

**What does this mean?**This means thinking through a problem, considering different options, and choosing the best option to fix the problem.**Why is it important?**Employers want workers who can notice and solve issues when they arise. Problem-solving skills can help you stay calm and make good decisions when an issue happens. | [ ]  Understanding and explaining what the problem is.[ ]  Figuring out what might have caused the problem and how it might affect things.[ ]  Thinking of possible solutions to the problem.[ ]  Using your knowledge, research, and tools around you to decide the best way to solve the problem.[ ]  Finding what you need to solve the problem, and using those resources as needed. |  |
| * 1. **Makes decisions using reasoning**

**What does this mean?**This means thinking carefully about your choices and using facts, logic, and good judgment to make the best decision. It’s about weighing the good and bad before you act.**Why is it important?**Employers want workers who can make fair, smart, and careful decisions. Thinking things through helps you avoid mistakes, solve problems, and make choices that lead to success. It also shows you can think critically and take responsibility for your actions. | [ ]  Understanding what is going on and figuring out what caused it.[ ]  Looking at the pros and cons of each choice to decide what is best.[ ]  Knowing when to decide alone and when to ask for help.[ ]  Explaining your decision with clear reasons and checking to see if it worked. |  |
| * 1. **Processes and analyzes information**

**What does this mean?**This means thinking carefully about information to understand it and use it.**Why is it important?**It is important to understand things better, make better decisions, improve problem-solving skills, and it allows you the ability to identify mistakes or false information and prepares you for the future. | [ ]  Looking at situations and thinking about your experience to figure out what may happen.[ ]  Finding cause-and-effect connections to figure out what might happen and how likely you are to reach a goal.[ ]  Staying focused and ignoring distractions.[ ]  Noticing what is missing.[ ]  Knowing when a problem needs to be solved right away.[ ]  Using information from different places to make smart conclusions. |  |
| * 1. **Recognizes bias, assumptions, and multiple perspectives**

**What does this mean?**This means knowing people may have different thoughts and ideas. You listen and work with others even when you don’t agree on everything. **Why is it important?**This helps you understand others, avoid unfair judgments, and consider multiple options before making a final choice. | [ ]  Understanding your own thoughts might affect what you say or how you listen.[ ]  Respecting differences in a group and cooperating to get things done together.[ ]  Recognizing when something isn’t fair or balanced in books, documents, or procedures.[ ]  Exploring options, experiences, and facts from a variety of sources to learn more. |  |
| * 1. **Organizes, analyzes, and illustrates relationships**

**What does this mean?**This means sorting information into groups, looking for patterns, and creating charts, diagrams, or other tools to explain how things relate to each other. **Why is it important?**This skill is useful in problem-solving, studying, and communicating your thoughts clearly, whether you're working on a project, studying for a test, or trying to make decisions in real life. | [ ]  Using what you already know to understand new information and show how things are related.[ ]  Looking for answers by asking questions or using tools like books and websites. |  |

1. **Self-Management**

This section explains that self-management is the ability to control our actions, emotions, and time so we can stay on track and do our best. It helps us set goals, stay organized, and handle challenges in a positive way. Self-management helps us do well in school, build strong friendships, and reach our goals. When we learn to manage ourselves, we become more independent and confident.

| **Self-Management Skill Description** | **Indicators** | **Notes** |
| --- | --- | --- |
| * 1. **Anticipates change and adapts to new situations**

**What does this mean?**This means knowing that things won’t always stay the same and being able to adjust when they change. It’s about being open to new ideas, learning new things, and staying calm when plans don’t go the way you expect.**Why is it important?**Change happens in school, work, and life. Being able to adjust helps you stay on track and not get upset when things are different. Employers want workers who can handle new situations and keep working hard. It also helps you solve problems and try new things without giving up. | [ ]  Staying calm while thinking through information and solving problems.[ ]  Finding and using support to help manage stress.[ ]  Adjusting and staying flexible when work tasks, rules, or people change. |  |
| * 1. **Demonstrates responsibility and self-discipline**

**What does this mean?**This means doing what you are supposed to do, even when no one is watching. It’s about making good choices, finishing your work on time, and staying focused, even when things are hard or distracting.**Why is it important?**Being responsible and disciplined helps you earn trust from teachers, friends, and future bosses. It shows that you can be counted on to do your job well. These skills also help you stay on track, reach your goals, and become more independent. | [ ]  Arriving on time and not missing too many days.[ ]  Focusing on work instead of personal tasks.[ ]  Taking responsibility for mistakes and making a plan to improve.[ ]  Thinking about feelings, thoughts, and values and how they affect actions.[ ]  Following health and safety rules. |  |
| * 1. **Completes work independently and takes initiative**

**What does this mean?**This means getting your work done on your own without needing someone to remind you. It also means looking for things that need to be done and doing them without being asked.**Why is it important?**Employers want workers who can do their jobs without needing constant help. Taking initiative shows that you are responsible, hardworking, and able to solve problems on your own. It also helps you learn new skills and become more confident in your work. | [ ]  Setting goals, organizing tasks, and finishing work on time.[ ]  Taking charge of learning and improving skills. |  |
| * 1. **Demonstrates integrity**

**What does this mean?**This means being honest, making good choices, and doing the right thing—even when no one is watching. It’s about keeping your promises, telling the truth, and treating others with respect. **Why is it important?**Employers want workers they can trust. When you show integrity, people know they can count on you to be fair and responsible. It also helps you build strong relationships with others and feel proud of your actions. | [ ]  Making healthy choices and avoiding harmful substances.[ ]  Following rules, directions, and instructions.[ ]  Caring about doing quality work. |  |
| * 1. **Demonstrates professionalism**

**What does this mean?**This means acting in a respectful, responsible, and polite way at work or school. It includes dressing appropriately, speaking kindly, being on time, and working well with others. **Why is it important?**Employers want workers who take their jobs seriously and treat others with respect. Being professional helps you make a good impression, earn trust, and succeed in your career. It also shows that you are ready for more responsibility. | [ ]  Staying clean and taking care of personal grooming.[ ]  Wearing appropriate clothes and following dress codes.[ ]  Using social media responsibly and representing yourself well. |  |
| * 1. **Demonstrates a growth mindset**

**What does this mean?**This means believing that you can learn and improve by working hard and not giving up. It’s about seeing challenges as chances to grow instead of as failures. **Why is it important?**Employers want workers who are willing to learn new things and keep trying, even when something is difficult. A growth mindset helps you stay positive, solve problems, and get better at your job over time. It also makes you more confident and ready to take on new challenges. | [ ]  Believing in yourself and building confidence to complete new and difficult tasks.[ ]  Being open to learning new things and taking on new responsibilities.[ ]  Accepting helpful feedback and guidance and working to get better. |  |
| * 1. **Perseveres to accomplish goals**

**What does this mean?**This means sticking with a task, even when it’s hard or takes a long time. It’s about not giving up when things get tough and finding ways to keep going until you reach your goal.**Why is it important?**Success takes time and effort. Employers want workers who don’t quit when things get challenging. Perseverance helps you finish tasks, improve your skills, and achieve your goals, even when it’s not easy. It also shows that you are determined and hardworking. | [ ]  Continuing to try and staying positive when work is hard.[ ]  Recognizing and working to overcome challenges at work.[ ]  Asking for help and support to reach goals. |  |

1. **Utilizing Resources**

This section explains that utilizing resources means knowing how to find and use the tools, people, and information around us to help us learn, solve problems, and reach our goals. It’s about being smart with what we have and asking for help when we need it. Knowing how to use the right resources helps us learn faster, make better choices, and feel more confident when working on schoolwork and everyday challenges.

| **Utilizing Resources Skill Description** | **Indicators** | **Notes** |
| --- | --- | --- |
| * 1. **Uses time effectively**

**What does this mean?**This means planning your time wisely so you can get things done on time. It’s about staying focused, not wasting time, and knowing how to balance work, school, and other activities.**Why is it important?**Employers want workers who can finish their tasks without rushing or missing deadlines. Using time well helps you stay organized, reduce stress, and be more successful in work and life. It also shows that you are responsible and dependable. | [ ]  Planning, organizing, and finishing tasks on time.[ ]  Working with a team to make a plan, set steps, and complete tasks by the deadline. |  |
| * 1. **Manages money**

**What does this mean?**This means making smart choices about how you spend, save, and use money. It’s about knowing the difference between needs and wants, keeping track of your money, and planning for the future.**Why is it important?**Handling money wisely helps you avoid debt, save for important things, and make sure you have enough for what you need. Employers value workers who can budget and make good financial decisions, especially in jobs that involve handling money. Being good with money also helps you become more independent. | [ ]  Managing money to stay within a set budget.[ ]  Looking for ways to cut costs, save resources, and make more money.[ ]  Deciding when it’s okay to make a guess and when an exact calculation is needed. |  |
| * 1. **Selects and uses appropriate tools and materials for tasks**

**What does this mean?**This means choosing the right tools, equipment, or materials to complete a job correctly and safely. It’s about knowing what you need, how to use it, and when to use it.**Why is it important?**Using the right tools helps you work more efficiently and avoid mistakes or accidents. Employers want workers who can follow directions, use equipment properly, and get the job done well. This skill also helps you solve problems and become more independent in your work. | [ ]  Thinking about costs and benefits when picking materials and tools for tasks.[ ]  Picking the best way to communicate when working with people inside or outside the company.[ ]  Asking others for feedback to check if resources are trustworthy. |  |
| * 1. **Thinks creatively**

**What does this mean?**This means coming up with new ideas, solving problems in different ways, and thinking outside the box. It’s about using your imagination and trying new approaches when faced with challenges. **Why is it important?**Employers value workers who can find creative solutions and bring fresh ideas to a team. Thinking creatively helps you solve problems, adapt to change, and improve the way things are done. It also makes work more interesting and can lead to new opportunities. | [ ]  Finding new ways to use resources to work faster, save money, or make things better.[ ]  Looking at how resources are connected and then coming up with and sharing new ideas with others. |  |

1. **Using Information**

This section explains that using information means finding, understanding, and applying what we learn to help us make smart decisions and solve problems. It’s about knowing where to look, checking if the information is true, and using it in the right way. Learning how to find and use information helps us become better learners, critical thinkers, and problem-solvers in school and everyday life.

| **Using Information Skill Description** | **Indicators** | **Notes** |
| --- | --- | --- |
| * 1. **Locates information**

**What does this mean?**This means knowing where to find facts, answers, or resources to get a job done. It’s about using books, websites, people, or other sources to gather the right information.**Why is it important?**Employers want workers who can solve problems and make good decisions by finding the right information. This skill helps you learn new things, do your job correctly, and work independently. It also saves time and helps you avoid mistakes. | [ ]  Figuring out why information is needed and what it will be used for.[ ]  Using careful thinking to choose the best way to find the right information. |  |
| * 1. **Organizes and uses information**

**What does this mean?**This means keeping information organized so it’s easy to find and understand. It’s about sorting, saving, and using details to help you get things done and make good decisions.**Why is it important?**Employers want workers who can organize information well to work quickly and correctly. Keeping things in order helps you stay on track, avoid mistakes, and make better choices. It also makes problem-solving easier and helps you communicate clearly with others. | [ ]  Using charts, lists, and computer programs to organize information.[ ]  Choosing the best resources based on the task, goal, difficulty, and time available.[ ]  Deciding how much information is needed to complete a task correctly. |  |
| * 1. **Analyzes information**

**What does this mean?**This means carefully looking at information to understand it and asking questions to better understand the information.**Why is it important?**Employers want workers who can solve problems and use facts to make decisions. Looking at information carefully helps you make fewer mistakes and better decisions at work, home, and school. | [ ]  Looking at information and deciding if it is useful now or in the future.[ ]  Asking others for feedback when needed to check if the information is trustworthy.[ ]  Thinking about and reviewing the results of the analysis. |  |
| * 1. **Communicates information securely and effectively to others**

**What does this mean?**This means sharing information in a clear and safe way. It’s about making sure the right people get the message while keeping private or important details protected. **Why is it important?**Employers want workers who can explain things clearly and protect sensitive information. Good communication helps teams work together, prevents misunderstandings, and keeps information safe. It also builds trust and shows that you are responsible. | [ ]  Sharing important information with others in the correct way at work.[ ]  Writing or speaking in a way that is clear, fair, and easy for the audience to understand. |  |

1. **Working with Others**

This section explains that working with others means being a good teammate, listening to different ideas, and helping each other reach a common goal. It’s about cooperation, communication, and respect. Teamwork is an important skill that helps us in school, sports, friendships, and even jobs in the future. When we work together, we can accomplish great things.

| **Working with Others Skill Description** | **Indicators** | **Notes** |
| --- | --- | --- |
| * 1. **Works effectively in teams**

**What does this mean?**This means working together to complete a task or reach a goal. It’s about listening, sharing ideas, respecting others, and helping the team succeed.**Why is it important?**Most jobs require teamwork. Employers want workers who get along, solve problems together, and work toward a shared goal. Being a good team member makes work easier, more enjoyable, and more successful for everyone. | [ ]  Knowing your job and responsibilities when working in a team.[ ]  Knowing when and how to ask team members for feedback.[ ]  Listening carefully, thinking about different ideas, and responding with respect.[ ]  Understanding both spoken words and body language.[ ]  Avoiding unfair or hurtful language. |  |
| * 1. **Works within organizational structure and culture**

**What does this mean?**This means understanding and following the rules, values, and expectations of a workplace. It’s about knowing how things are done, respecting company policies, and working well within the team.**Why is it important?**Employers want workers who can adapt to their company’s way of doing things. Understanding the rules and culture helps you succeed, build good relationships, and avoid misunderstandings. It also shows you are a responsible and professional team member. | [ ]  Understanding how your team’s work connects to other teams in the organization.[ ]  Adjusting to changes in the workplace as they happen. |  |
| * 1. **Uses leadership skills to take initiative**

**What does this mean?**This means stepping up to help, solve problems, or guide others when needed. It’s about being confident, making good decisions, and setting a positive example for others.**Why is it important?**Employers value workers who don’t wait to be told what to do—they take action and lead by example. Strong leadership and initiative help teams succeed, encourage others, and show that you are ready for more responsibility. It also builds confidence and helps you grow in your career. | [ ]  Showing a positive attitude and confidence in themselves.[ ]  Using time, money, and resources wisely to help the team succeed.[ ]  Planning and organizing work to reach team goals. |  |
| * 1. **Resolves conflicts through negotiation**

**What does this mean?**This means solving problems between people by listening, understanding different opinions, and finding a fair solution. It’s about staying calm, talking openly, and making sure everyone feels respected. **Why is it important?**Conflicts happen at school, work, and in life. Employers want workers who can handle disagreements respectfully and professionally. Good negotiation skills help teams work well together, prevent bigger problems, and create a positive workplace. | [ ]  Understanding the steps to solve problems or disputes at work.[ ]  Using kind words and body language to show respect when talking to people who think differently. |  |
| * 1. **Respects differences and diversity**

**What does this mean?**This means respecting and valuing people who are different from you. It’s about being kind and fair to everyone, no matter what their background, beliefs, or abilities. **Why is it important?**Employers want workers who can work well with all kinds of people. Respecting differences helps teams get along, share ideas, and create a welcoming workplace. It also builds strong relationships and makes the world more inclusive. | [ ]  Showing kindness to people who are different.[ ]  Thinking about feelings before speaking.[ ]  Helping coworkers do their jobs.[ ]  Using tools like big text and captions so everyone can understand. |  |
| * 1. **Engages positively with customers and stakeholders**

**What does this mean?**This means being kind and helpful when talking and working with others. It’s about listening, solving problems, and making sure people have a good experience.**Why is it important?**Employers want workers who get along well with customers and others. This helps businesses do well. Being friendly and helpful makes customers happy, brings them back, and gives the business a good name. It also shows you are professional and care about your job. | [ ]  Acting in a way that supports the company’s goals.[ ]  Speaking and writing in a clear and respectful way.[ ]  Being kind, honest, patient, and a good leader when working with others.[ ]  Being open to change. |  |
| * 1. **Seeks information and assistance appropriately from others**

**What does this mean?**This means knowing when and how to ask for help or advice. It’s about asking the right people in a respectful way and using their guidance to improve your work. **Why is it important?**Employers value workers who are willing to learn and ask for help when needed. This skill helps you avoid mistakes, grow your knowledge, and complete tasks more effectively. It also shows that you are responsible and willing to work with others to succeed. | [ ]  Knowing how to share information and telling the right people about problems.[ ]  Seeing what teammates are good at. |  |

1. **Understanding Systems**

This section explains that understanding systems means knowing how different parts work together to make something happen. A system can be anything with different pieces that connect, like a school, a computer, a city, or even the human body. Understanding systems helps us in school, at home, and in the world around us. Whether we are following a class schedule, using technology, or working on a science project, knowing how systems work makes us better problem-solvers.

| **Understanding Systems Skill Description** | **Indicators** | **Notes** |
| --- | --- | --- |
| * 1. **Understand process and product**

**What does this mean?**This means knowing both how to do a task (the process) and what the result should be (the product). It’s about following the steps correctly and making sure the finished work meets the expected quality.**Why is it important?**Employers want workers who can complete tasks efficiently and correctly. Understanding both the process and the product helps you do quality work, avoid mistakes, and improve over time. It also shows that you are detail-oriented and can meet expectations. | [ ]  Explaining how your work helps make things better.[ ]  Explaining your job in making or providing services. |  |
| * 1. **Engages in sustainable practices**

**What does this mean?**This means making choices that help the Earth and use resources wisely. It’s about using less, recycling, saving energy, and thinking about how our actions today affect the future.**Why is it important?**Employers want workers who care about the environment because it helps businesses save money, waste less, and protect the planet. Making smart choices at work helps the community and creates a better future for everyone. | [ ]  Using materials wisely to save money and reduce waste.[ ]  Noticing unsafe or unhealthy actions and following the right steps to fix them.[ ]  Creating a simple way to track how resources are used. |  |
| * 1. **Demonstrates fiscal responsibility**

**What does this mean?**This means making smart decisions about money by budgeting, saving, and spending wisely. It’s about understanding the value of money and using it in a responsible way.**Why is it important?**Employers value workers who are good with money, both their own and the company’s. Managing money well helps businesses succeed and helps you take care of your own finances. It also helps you plan for the future and avoid money problems. | [ ]  Understanding why money is taken from a paycheck.[ ]  Explaining why benefits are valuable.[ ]  Naming ways the company makes and spends money.[ ]  Describing what a profit-and-loss statement shows.[ ]  Explaining how good work and happy customers help a business make money. |  |
| * 1. **Navigates systems**

**What does this mean?**This means knowing how things work and using them the right way. It’s about understanding rules, tools, or technology and knowing where to go, who to ask, or what steps to take to get things done or solve problems. **Why is it important?**Employers want workers who can follow rules, use tools, and find information easily. Knowing how to do things the right way helps you work better, avoid confusion, and finish tasks on time. It also makes learning new things easier. | [ ]  Knowing different roles at work, home, school, and in the community.[ ]  Understanding your job and how it affects others at work.[ ]  Using helpful tools to learn new skills and grow in their career. |  |
| * 1. **Monitors systems**

**What does this mean?**This means keeping track of how a system, process, or technology works to make sure everything runs smoothly. It’s about checking for problems, making improvements, and following rules. **Why is it important?**Employers want workers who notice problems early and keep things on track. Watching systems helps avoid mistakes, stay organized, and keep work safe and efficient. It also shows you are responsible and pay attention to details. | [ ]  Helping find ways to check how well the team is doing.[ ]  Working with others to fix or change team tasks when needed. |  |
| * 1. **Improves systems**

**What does this mean?**This means finding ways to improve how things work. It’s about solving problems, working faster and smarter, and suggesting good changes.**Why is it important?**Employers value workers who find better ways to do things. Improving systems helps businesses save time, avoid mistakes, and work better. It also shows you are creative, resourceful, and willing to learn and grow. | [ ]  Taking part in activities to make things better.[ ]  Learning from past mistakes and suggesting ways to improve. |  |
| * 1. **Demonstrates quality consciousness**

**What does this mean?**This means focusing on details and making sure work is done well. It’s about taking pride in what you do, checking for mistakes, and always doing your best. **Why is it important?**Employers want workers who do their best and create good results. Paying attention to quality helps avoid mistakes, keeps customers happy, and helps the business succeed. It also shows you are responsible and care about your work. | [ ]  Making sure work is done well and on time.[ ]  Respecting work by creating original work or giving credit to others. |  |
| * 1. **Understands and follows rules, policies, and procedures**

**What does this mean?**This means knowing and following expectations set by a school, workplace, or organization. **Why is it important?**It helps you stay safe, reduce mistakes, and meet the expectations of your employer. Following policies and procedures also shows that you are responsible, respectful, and can be trusted to do the right thing. | [ ]  Using the right tools, like work plans or guides, to finish tasks.[ ]  Using approved technology to do math, find information, make reports, and create presentations. |  |

1. **Transition Skills**

This section explains that transition skills help us move from one activity, place, or stage of life to another smoothly. Whether it’s changing classes at school, starting a new grade, or adjusting to new routines, transition skills make these changes easier and less stressful. Transition skills help us succeed in school, at home, and in new situations. The better we handle changes, the easier it is to learn, grow, and feel ready for what comes next.

| **Transition Skills Skill Description** | **Indicators** | **Notes** |
| --- | --- | --- |
| * 1. **Evaluates personal skills, strengths, values, and beliefs to inform decisions**

**What does this mean?**This means thinking about what you are good at, what is important to you, and what you believe in before making choices. It’s about knowing yourself and using that knowledge to make smart decisions about school, work, and life.**Why is it important?** Employers want workers who understand their own abilities and values because it helps them choose the right career path and make good decisions. Knowing your strengths helps you set goals, improve your skills, and work with confidence. It also helps you stay true to yourself while making choices that lead to success. | [ ]  Finding and fixing problems that make learning harder.[ ]  Wanting to keep learning new things.[ ]  Noticing job changes that cause stress and finding ways to adjust. |  |
| * 1. **Uses problem solving skills to evaluate and eliminate options**

**What does this mean?**This means looking at different choices, thinking about the pros and cons, and deciding which option is best. It’s about using logic and reasoning to solve problems and remove options that won’t work.**Why is it important?**Employers want workers who can think through problems and make smart decisions. Being able to evaluate and eliminate options helps you save time, avoid mistakes, and choose the best solution. It also shows that you are a critical thinker and can handle challenges effectively. | [ ]  Asking questions to understand better.[ ]  Choosing smart ways to learn on your own.[ ]  Thinking about the good and bad sides of ideas and solutions by using “if-then” thinking. |  |
| * 1. **Applies skills in new contexts**

**What does this mean?**This means using what you have learned in one situation to help you in a different situation. It’s about taking skills you already know and applying them to new jobs, tasks, or challenges.**Why is it important?**Employers want workers who can adapt and use their knowledge in different ways. Being able to apply skills in new contexts helps you learn faster, solve problems, and handle change more easily. It also makes you more valuable in the workplace because you can take on different tasks and responsibilities. | [ ]  Working with others to use new skills.[ ]  Thinking about how to use skills in new ways and what else you need to learn.[ ]  Accepting new tasks and using the right skills to do them well. |  |
| * 1. **Develops plan**

**What does this mean?**This means setting goals and creating steps to reach them. It’s about thinking ahead, organizing tasks, and making a clear plan to complete a project or solve a problem. **Why is it important?**Employers want workers who can stay organized and complete tasks efficiently. Planning helps you stay on track, use time wisely, and avoid mistakes. It also makes it easier to reach your goals and handle unexpected challenges. | [ ]  Learning about different job paths in the company.[ ]  Understanding personal strengths and weaknesses while staying positive to set goals and make a plan.[ ]  Figuring out the best steps to complete tasks. |  |
| * 1. **Implements plan**

**What does this mean?**This means taking action to follow the steps of a plan and complete a task or goal. It’s about staying focused, problem-solving along the way, and making sure everything gets done as expected. **Why is it important?**Employers want workers who can not only make plans but also follow through and get things done. Implementing a plan helps you stay organized, meet deadlines, and achieve success. It also shows that you are responsible and can turn ideas into results. | [ ]  Making and following a plan to learn new skills for career growth.[ ]  Continuing to try, even when tasks are hard. |  |
| * 1. **Evaluates plan**

**What does this mean?**This means looking back at a plan to see what worked well and what could be improved. It’s about checking if the plan helped you reach your goal and thinking of ways to make it better next time.**Why is it important?**Employers value workers who can learn from their experiences and improve their work. Evaluating a plan helps you avoid mistakes, make better decisions in the future, and become more efficient. It also shows that you are thoughtful and always looking for ways to grow. | [ ]  Finding ways to check how well they are doing.[ ]  Using information to make choices and set new goals. |  |