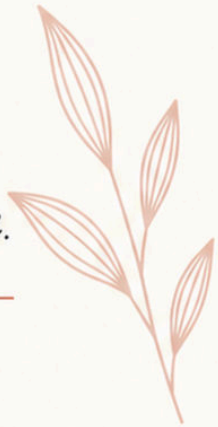
My Safe People

I don't have to do this alone.



The people in my corner don't all have to help in the same way. Here are some of the people I can count on.

PERSON I CAN CALL WHEN I NEED TO TALK

Name: _____

Phone / Text: _____

How they help me:

_____

_____

_____

PERSON I CAN CONTACT FOR PRACTICAL HELP

Name: _____

Phone / Text: _____

What I might ask them for:

_____

_____

_____

PERSON WHO HELPS ME FEEL CALM OR GROUNDED

Name: _____

Phone / Text: _____

What helps me feel safe talking to them:

_____

_____

_____

PERSON I CAN CONTACT IN AN EMERGENCY OR URGENT SITUATION

Name: _____

Phone / Text: _____

When I might reach out:

_____

_____

_____

OTHER PEOPLE IN MY CORNER

_____

_____

Safe people can be family, friends, mentors, teachers, coaches, counselors, advocates, neighbors, or another trusted adult.

I don't have to wait until everything feels heavy to reach out.

SECTION 1

More People in My Corner

Different people. Different ways to support me. All valuable.



Support can come from different parts of my life. The people in my corner may show up in different roles, and that's a good thing.

TEACHER

COUNSELOR

COACH

MENTOR

COWORKER / SUPERVISOR

FAMILY MEMBER (EXTENDED)

COMMUNITY MEMBER

FAITH COMMUNITY / SPIRITUAL SUPPORT

OTHER PEOPLE I CAN COUNT ON

My support network can look different than anyone else's, and that's okay.

What matters is that these people are part of my team.

Important Support Contacts



Keep important support information in one place so it is easier to reach out when you need help.

1. MENTOR / TRUSTED ADULT / SUPPORT PERSON

Name: _____

Role / Organization: _____

Phone: _____

Email: _____

What I can contact them about:

_____

_____

_____

2. SCHOOL / TRAINING / WORK CONTACT

Name: _____

Role / Organization: _____

Phone: _____

Email: _____

What I can contact them about:

_____

_____

_____

3. HEALTH / COUNSELING CONTACT

Name: _____

Role / Organization: _____

Phone: _____

Email: _____

What I can contact them about:

_____

_____

_____

4. LEGAL / ADVOCACY / COMMUNITY CONTACT

Name: _____

Role / Organization: _____

Phone: _____

Email: _____

What I can contact them about:

_____

_____

_____

5. ANOTHER HELPFUL CONTACT

Name: _____

Role / Organization: _____

Phone: _____

Email: _____

What I can contact them about: _____

_____

_____



I do not have to know who to call for everything.

If I do not know where to start, I can contact one person I trust and say:
"I'm not sure who I need to talk to. Can you help me figure out where to start?"

SECTION 1

Setting Healthy Boundaries

It's okay to say no. My needs matter too.



Boundaries help me protect my time, energy, and well-being. They aren't about pushing people away — they're about choosing what is healthy and right for me.

WHAT BOUNDARIES MEAN TO ME

In my own words, boundaries mean:

PLACES I MAY NEED STRONGER BOUNDARIES

Examples might be my time, relationships, social media, school, work, money, or other areas.

HOW I CAN SUPPORT MY BOUNDARIES

Some things I can do to keep my boundaries:

A REMINDER TO MYSELF

When boundaries feel hard, I want to remember:

Healthy boundaries create healthier relationships.

My Communication Plan

Good communication helps me feel heard, understood, and supported.



Communicating well can make my life easier and my relationships stronger. This page helps me think about how I like to communicate and what works best for me.

I FEEL MOST COMFORTABLE COMMUNICATING BY:

- [ ] Texting
- [ ] Phone calls
- [ ] In person
- [ ] Video calls
- [ ] Email
- [ ] Writing it down (notes or letters)
- [ ] Other: _____

THINGS THAT HELP ME COMMUNICATE WELL:

_____

_____

_____

_____

_____

_____

SOMETIMES IT CAN BE HARD FOR ME TO COMMUNICATE WHEN:

_____

_____

_____

_____

_____

WHEN I'M FEELING OVERWHELMED, I CAN:

- [ ] Take a break and come back to the conversation.
- [ ] Let the other person know I need time.
- [ ] Write down what I want to say.
- [ ] Use a trusted person to help me.
- [ ] Other: _____

A REMINDER TO MYSELF:

I have a voice. What I say matters. I can communicate in a way that feels right for me.

_____

_____

_____

Clear communication opens the door to understanding.

SECTION 1

Asking for Help Without Feeling Like a Burden

It's okay to need support. You don't have to do everything on your own.



Asking for help is a sign of strength, not weakness. Everyone needs support sometimes. The right people will be there, and most people feel good when they can help.

WHY IT CAN BE HARD TO ASK FOR HELP

I might hesitate to ask for help because:

- ☐ I don't want to bother anyone.
- ☐ I worry they will say no.
- ☐ I feel like I should be able to handle it myself.
- ☐ I'm afraid of being judged.
- ☐ I don't want to seem weak.
- ☐ Other: _____

A NEW WAY TO LOOK AT IT

Here are some reminders I want to keep in mind:

- ☐ Asking for help is brave.
- ☐ People in my corner want to support me.
- ☐ It gives others a chance to show they care.
- ☐ Everyone needs help sometimes.
- ☐ It can lead to better solutions.
- ☐ I am still capable and strong.
- ☐ Other: _____

WHAT I MIGHT NEED HELP WITH

Some areas where I might need support:

_____

_____

_____

_____

_____

HOW I CAN ASK FOR HELP

Here are some ways I can ask:

- ☐ Be honest and direct.
- ☐ Share what I need clearly.
- ☐ Ask someone I trust.
- ☐ Start with a small ask if it feels easier.
- ☐ Remember: a simple "Can you help me with...?" is enough.
- ☐ Other: _____

A REMINDER TO MYSELF

When I ask for help, I want to remember:

_____

_____

_____

Support is a bridge, and it's okay to cross it.

Who Can I Call If...?

You are never alone. It's okay to reach out. There are people who care and want to help.



It can be helpful to have a list of people and places to call for different situations. Keep this page handy and fill it in with your own trusted contacts.

IF I FEEL SAD, ANXIOUS, OR OVERWHELMED

Name: _____
Phone: _____
Notes: _____

IF I NEED TO TALK TO SOMEONE RIGHT AWAY

Name: _____
Phone: _____
Notes: _____

IF I HAVE A QUESTION ABOUT SCHOOL

Name: _____
Phone: _____
Notes: _____

IF I NEED SUPPORT AT WORK

Name: _____
Phone: _____
Notes: _____

IF I NEED HELP WITH HOUSING OR A SAFE PLACE TO STAY

Name: _____
Phone: _____
Notes: _____

IF I NEED HELP WITH FOOD, CLOTHING, OR BASIC NEEDS

Name: _____
Phone: _____
Notes: _____

IF I NEED MEDICAL CARE OR MENTAL HEALTH SUPPORT

Name: _____
Phone: _____
Notes: _____

OTHER IMPORTANT CONTACTS

Name: _____
Phone: _____
Notes: _____

A REMINDER TO MYSELF

It's okay to reach out. Asking for help is a sign of strength, and there are people who care about me.

_____

_____

You don't have to do it alone.

SECTION 1

Whatever I Need This Page For

Sometimes a blank page is exactly what I need.



This is your space. Use it however you need — to write, doodle, make a list, sort through your thoughts, or just take a breath. There are no rules here.

THIS SPACE IS YOURS:

Your thoughts matter. This space is for you.

A Note From Someone in Your Corner

You are capable, valued, and so much more than you know.



Use this space for a note from a CASA, mentor, friend, family member, or anyone who wants to encourage you. Let them remind you of your strengths, your progress, and the incredible person you are.

A MESSAGE JUST FOR YOU:



Someone believes in you.
And that changes everything.

You have people in your corner — always.

A Little About Me Right Now

I am allowed to still be becoming.



This is a snapshot of who I am in this season of life. I'm allowed to be a work in progress. I can be proud of how far I've come and still be figuring out what's next.

MY NAME:

PEOPLE CALL ME:

A FEW WORDS THAT DESCRIBE ME:

SOMETHING I CARE ABOUT:

SOMETHING I'M GOOD AT:

SOMETHING I'M STILL FIGURING OUT:

SOMETHING THAT HELPS ME FEEL LIKE MYSELF:

SOMETHING I WANT MORE OF IN MY LIFE:

SOMETHING I WANT LESS OF IN MY LIFE:

WHAT MATTERS TO ME RIGHT NOW:

I am enough, right here, right now.

SECTION 2

Current Favorites

These are the small things that make big days better.



A few of the things I'm into right now. The little things matter too — they're part of what makes me, me.

MUSIC / SONG / ARTIST:

SNACK / FOOD / DRINK:

SHOW / MOVIE:

BOOK / PODCAST:

PLACE:

PERSON TO SPEND TIME WITH:

COMFORT ITEM:

WAY TO RELAX:

FAVORITE SMELL:

FAVORITE SEASON:

FAVORITE OUTFIT OR STYLE:

SOMETHING CURRENTLY MAKING ME LAUGH:

SOMETHING I'M INTO RIGHT NOW:

Small things count too.

The things I enjoy are a part of who I am.

My Longer-Term Goals — and Someday Maybe...

A goal does not have to be perfect to be worth writing down.

This page is for the dreams, hopes, and future possibilities that matter to you. There is no pressure to have it all figured out. Let yourself dream big and think long term — you are allowed to change your mind.

1. THINGS I KNOW I WANT

Education or training: _____

Work goals: _____

Living situation: _____

Money goals: _____

Health goals: _____

Relationship or personal goals: _____

Life experiences: _____

2. SOMEDAY MAYBE...

Places I'd like to go: _____

Something I'd like to learn: _____

Something I'd like to try: _____

A life I can picture for myself: _____

I do not have to have it all figured out to dream about what comes next.



I am allowed to change my mind later.

SECTION 2

My Short-Term Goals

Short-term goals still matter. Small progress still counts.

This page is for practical goals you can work toward in the near future. These are the everyday steps that help you move forward. You do not have to rush. Short-term goals still matter. Small progress still counts.



IN THE NEXT FEW MONTHS, I WANT TO:

1.

My short-term goal: _____

_____

Why this matters to me: _____

_____

What would make this feel like progress: _____

_____

What support I may need: _____

2.

My short-term goal: _____

_____

Why this matters to me: _____

_____

What would make this feel like progress: _____

_____

What support I may need: _____

3.

My short-term goal: _____

_____

Why this matters to me: _____

_____

What would make this feel like progress: _____

_____

What support I may need: _____

SECTION 2

Turn a Big Goal Into Little Steps

One step at a time still counts.



Big goals can feel overwhelming. Breaking them into smaller steps makes them feel more doable—and helps me keep moving forward.

MY BIG GOAL:

WHY IT MATTERS TO ME:

WHAT MAKES IT FEEL BIG OR HARD:

SMALLER STEPS:

1.
2.
3.
4.
5.

MY FIRST STEP:

WHAT COULD HELP ME GET STARTED:

WHO COULD SUPPORT ME IF I GET STUCK:

I do not have to finish the whole thing today. I only have to find the next step.

SECTION 2

My Monthly Life Dashboard

Small check-ins keep me on track.



A quick snapshot to help me stay mindful, organized, and focused on what matters most this month.

MY TOP 3 GOALS THIS MONTH:

1. _____
2. _____
3. _____

IMPORTANT DATES THIS MONTH:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

THINGS I NEED TO DO:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

THINGS I WANT TO DO:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

PEOPLE I WANT TO STAY CONNECTED WITH:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

SELF-CARE THIS MONTH:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

WHAT I'M LOOKING FORWARD TO:

_____

_____

_____

_____

NOTES / REMINDERS:

_____

_____

_____

_____

Progress doesn't happen all at once, but it does happen when I keep showing up.

My Week

A little planning can help me feel more in control, less stressed, and more prepared for a great week. This is my space to map it out.

A calmer week often leads to a happier me.



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

TOP PRIORITIES THIS WEEK:

- ☐
- ☐
- ☐

APPOINTMENTS / IMPORTANT DATES:

- ☐
- ☐
- ☐

THINGS I NEED TO GET DONE:

- ☐
- ☐
- ☐
- ☐
- ☐

THINGS I WANT TO MAKE TIME FOR:

- ☐
- ☐
- ☐
- ☐
- ☐

NOTES / THOUGHTS / REMINDERS:

A well-planned week gives me more room for the things that make me happy.

SECTION 2

Today, One Step at a Time

Some days the next step is enough.



This gentle daily page helps me keep my focus small and manageable so I can move forward with more ease and clarity.

TODAY'S DATE: _____

TODAY, THE MOST IMPORTANT THING IS:

_____

_____

A FEW THINGS I WANT / NEED TO DO:

1. _____
2. _____
3. _____

WHAT TIME-SENSITIVE THING DO I NEED TO REMEMBER?

_____

WHAT WOULD HELP TODAY FEEL A LITTLE EASIER?

_____

_____

SOMETHING I NEED TO FOLLOW UP ON:

_____

TONIGHT, I WANT TO REMEMBER:

_____

_____

Check In

A quick pause to notice how I'm doing. Checking in with myself helps me stay aware, make adjustments, and keep moving forward.

It's okay to not be okay. What matters is that I check in with myself.



HOW AM I FEELING TODAY?

- ☐ Happy
- ☐ Calm
- ☐ Okay
- ☐ Stressed
- ☐ Overwhelmed
- ☐ Tired
- ☐ Anxious
- ☐ Sad
- ☐ Frustrated
- ☐ Excited
- ☐ Other: _____

WHAT'S ON MY MIND TODAY?

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

WHAT DO I NEED RIGHT NOW?

- ☐ A break
- ☐ Some quiet time
- ☐ Support from someone
- ☐ Encouragement
- ☐ More information
- ☐ To let something go
- ☐ To focus on what I can control
- ☐ A reminder that I'm doing my best
- ☐ Other: _____

WHAT IS GOING WELL?

_____

_____

_____

_____

_____

WHAT FEELS CHALLENGING?

_____

_____

_____

_____

_____

SOMETHING I'M GRATEFUL FOR TODAY:

_____

_____

_____

_____

ONE THING I CAN DO TODAY TO TAKE CARE OF MYSELF:

- ☐ Get enough rest
- ☐ Drink water
- ☐ Move my body
- ☐ Eat something healthy
- ☐ Do something I enjoy
- ☐ Be kind to myself
- ☐ Other: _____

A POSITIVE THOUGHT FOR TODAY:

_____

_____

_____

_____

_____

_____

TOMORROW I WANT TO:

- ☐ Keep going
- ☐ Try something new
- ☐ Be patient with myself
- ☐ Focus on what I can control
- ☐ Remember my goals
- ☐ Give myself grace
- ☐ Other: _____

Checking in with myself is a sign of strength, not weakness.

SECTION 2

Stuff on My Mind



For the thoughts, lists, worries, reminders, ideas, and random things taking up space in my head.

☐ THINGS I NEED TO REMEMBER

☐ THINGS I NEED TO DO

☐ THINGS I WANT TO TALK ABOUT

☐ THINGS I DO NOT WANT TO LOSE TRACK OF

Sometimes writing it down makes it easier to carry.

A Note From Someone in Your Corner

You are capable, valued, and so much more than you know.



Use this space for a note from a CASA, mentor, friend, family member, or anyone who wants to encourage you. Let them remind you of your strengths, your progress, and the incredible person you are.

A MESSAGE JUST FOR YOU:



Someone believes in you.
And that changes everything.

You have people in your corner — always.

My Current Money Snapshot

A clearer picture today can lead to brighter choices tomorrow.



This is information, not a grade.
Knowing where I am gives me somewhere to start.

MONEY I HAVE RIGHT NOW

Cash: $ _____

Checking: $ _____

Savings: $ _____

Other: $ _____

MONEY COMING IN

Where does money come to me? (Check all that apply)

- ☐ Job / paycheck
- ☐ Side work
- ☐ Benefits / support
- ☐ Family support
- ☐ Financial aid
- ☐ Other: _____

About how much comes in each month?

$ _____

MONEY I ALREADY OWE

What? (Example: bill, loan, credit card, money owed to someone, payment plan, etc.)	About how much?	When is it due?

BANKING CHECK-IN

- ☐ I have a checking account
- ☐ I have a savings account
- ☐ I know how to check my balance
- ☐ I know my bank's overdraft rules
- ☐ I have account alerts turned on
- ☐ I need help figuring some of this out



KEEP THIS INFORMATION SAFE.
Never write banking passwords, PINs, or full account numbers in this book.

Knowing the numbers is more useful than avoiding them.

SECTION 3

Where My Money Goes

Awareness gives you options, and options give you power.



Seeing where your money goes can help you make choices that match what matters to you. This is not about judgment — it's about awareness.

MY MONTHLY SPENDING

About how much do you usually spend in each area?
It's okay if you're not sure. Use your best estimate.

Housing (rent, utilities, housing costs)	$ _____
Food (groceries, eating out)	$ _____
Transportation (car, bus, gas, rides)	$ _____
Phone & Internet	$ _____
School (tuition, books, supplies)	$ _____
Personal care (hygiene, hair, etc.)	$ _____
Entertainment (movies, games, hobbies)	$ _____
Clothing	$ _____
Health (medical, prescriptions, etc.)	$ _____
Other	$ _____

SPENDING CHECK-IN

What patterns do you notice?

_____

_____

_____

_____

Where could you make a change if you wanted to?

_____

_____

_____

What are you already doing well?

_____

_____

NEEDS vs. WANTS

NEEDS	WANTS
Things I have to have to live, be healthy, and take care of my responsibilities.	Things that are nice to have, but not required.
_____	_____
_____	_____
_____	_____
_____	_____

You get to decide what matters most.

ONE THING I WANT TO BE MORE MINDFUL OF:

_____

_____

_____

Small choices add up.

Understanding a Paycheck

Knowledge today builds confidence tomorrow.



A paycheck can feel confusing at first. Once you know what each part means, it's easier to plan, ask the right questions, and make sure everything looks correct.

KEY PARTS OF A PAYCHECK

GROSS PAY	The total amount you earn before anything is taken out.
DEDUCTIONS	Amounts taken out for things like taxes, Social Security, and sometimes health insurance or other benefits.
NET PAY	The amount you actually take home after deductions.
TAXES	Federal, state, and sometimes local taxes that help fund public services.
FICA	Social Security and Medicare (usually taken out automatically).
OTHER DEDUCTIONS	May include health insurance, retirement savings, union dues, or other benefits.

MY PAYCHECK INFO

My hourly rate: $ _____

My average hours per week: _____

My gross pay (before deductions):

$ _____

Estimated deductions (total):

$ _____

My estimated take-home pay (net):

$ _____

Pay frequency:

☐ Weekly ☐ Bi-weekly ☐ Monthly

QUESTIONS TO ASK (OR LOOK UP)

- ☐ Is my pay rate correct?
- ☐ Are the hours listed correct?
- ☐ What deductions are being taken out?
- ☐ Do I understand each deduction?
- ☐ Am I getting paid the correct amount?
- ☐ Who do I talk to if something looks wrong?
- ☐ What benefits (if any) am I eligible for?

NOTES FOR MYSELF

_____

_____

_____

_____

_____

_____

_____

Understanding your paycheck helps you take ownership of your future.

SECTION 3

Making a Monthly Plan

A plan today creates more freedom tomorrow.



A monthly plan helps you give your money a purpose. It doesn't have to be complicated. It just helps you see what's coming in, what's going out, and what you want to make happen.

MY MONTHLY INCOME

List your expected income for a typical month.

Job / paycheck	$ _____
Benefits / support	$ _____
Financial aid	$ _____
Side work	$ _____
Other	$ _____
TOTAL MONTHLY INCOME	$ _____

MY MONTHLY EXPENSES

List your regular monthly expenses. Use the categories that fit your life.

Housing (rent, utilities, etc.)	$ _____
Food	$ _____
Transportation	$ _____
Phone & Internet	$ _____
School / Education	$ _____
Health (medical, prescriptions, etc.)	$ _____
Personal care	$ _____
Entertainment	$ _____
Other	$ _____
TOTAL MONTHLY EXPENSES	$ _____

DO THE MATH

Total Monthly Income	$ _____
Total Monthly Expenses	$ _____
What's Left? (Income – Expenses)	$ _____

A QUICK CHECK

After looking at your numbers, how does this feel right now? (Check one or more.)

- ☐ I'm in a good place right now.
- ☐ I'm pretty close, but need to make some changes.
- ☐ I'm spending more than I make.
- ☐ I'm not sure yet, but this helps me see it.
- ☐ I want to talk to someone about this.

MY GOALS

What do you want your money to help you do? (Bigger or smaller goals — both count!)

_____

_____

_____

_____

A plan doesn't limit your life. It gives you more possibilities.

Keeping Track of Bills

Small actions today help you avoid big stress tomorrow.



Bills are a normal part of life. Keeping track helps you avoid late fees, protect your credit, and feel more in control. You don't have to remember everything — you just need a system that works for you.

MY REGULAR BILLS

List the bills you are responsible for (or expect to be soon).

Bill / Expense	Amount	Due Date	How I Pay It (online, app, auto-pay, etc.)

BILL TRACKING TIPS

1. Know when each bill is due.
2. Set reminders (phone, calendar, or app).
3. Look into auto-pay for bills that stay the same.
4. Try to pay on time, even if it's just the minimum.
5. If you're going to be late, contact the company early.
6. Keep confirmation numbers or emails until the payment shows as processed.

BILL CHECK-IN

Check the boxes that are true for you right now.

- ☐ I know which bills I am responsible for.
- ☐ I know when my bills are due.
- ☐ I have a system to remind myself.
- ☐ I pay most of my bills on time.
- ☐ I have had a late payment before.
- ☐ I need a better system.
- ☐ I want help setting this up.
- ☐ Other: _____

IF YOU FALL BEHIND

Life happens. If you fall behind on a bill:

- Don't ignore it.
- Contact the company as soon as possible.
- Ask about payment options.
- Be honest about your situation.
- Make a plan and write it down.

A plan today can prevent a bigger problem tomorrow.

My Money Goals + Future Me

A goal today is a step closer to the life you want tomorrow.



Money isn't just about bills and expenses. It can also help you build the life you want. Having goals gives your money a purpose and helps you make choices today that support a brighter tomorrow.

POSSIBLE MONEY GOALS

Check the goals that are important to you (or add your own).

- ☐ Build an emergency cushion
- ☐ Save for a place to live (apartment, house, etc.)
- ☐ Buy a car or reliable transportation
- ☐ Pay for education or training
- ☐ Travel
- ☐ Pay off debt
- ☐ Save for something meaningful I want
- ☐ Help someone I care about
- ☐ Give or support a cause I care about
- ☐ Build long-term security
- ☐ Other: _____

MY MAIN MONEY GOAL

My goal:

_____

_____

About how much I need: $ _____

Why this matters to me:

_____

_____

What I can realistically start with:

$ _____ per _____

My first step:

_____

_____

_____

SMALL STEPS STILL COUNT

Progress doesn't have to be big to be meaningful. Every step you take matters.

- Saving $5 is still saving.
- Paying $10 extra toward debt is still progress.
- Learning how my account works is still progress.
- Opening the bill is still progress.
- Asking for help is still progress.
- Making a plan is still progress.
- Showing up for your future self is always progress.

HOW I WILL FEEL

How do I think I will feel when I reach this goal?

_____

_____

_____

What might this goal allow me to do?

_____

_____

_____

Small steps build options. Options build freedom.

SECTION 3

A Note From Someone in Your Corner

You are capable of more than you know.



You are learning real life skills, and that matters.
Money can feel complicated sometimes, but you are building knowledge, confidence, and good habits. I'm proud of you for taking the time to work through this section.

SOMETHING I WANT YOU TO REMEMBER ABOUT MONEY:

ONE MONEY SKILL I ALREADY SEE YOU BUILDING:

WHEN MONEY FEELS STRESSFUL, I HOPE YOU REMEMBER:

A NOTE JUST FOR YOU

Use this space for anything you want to say, remember, or come back to later.

You do not have to know everything yet.
You are learning.
There are people in your corner.



SAME
BRIGHTER
STRONGER
WISER
YOU

Progress today. A brighter tomorrow.

My Skills Already Count

The skills you have today can open doors tomorrow.



You may have more skills and experience than you realize. Skills can come from school, work, volunteering, sports, hobbies, caregiving, or everyday life. They all count.

SKILLS I ALREADY HAVE

Check the skills you already have (or add your own).

- ☐ Communicating with others
- ☐ Being on time
- ☐ Following instructions
- ☐ Solving problems
- ☐ Working as part of a team
- ☐ Taking care of responsibilities
- ☐ Learning new things
- ☐ Staying organized
- ☐ Being dependable
- ☐ Helping or caring for others
- ☐ Using a computer or technology
- ☐ Handling stress or staying calm
- ☐ Creative skills (art, music, writing, etc.)
- ☐ Other: _____

SKILLS I WANT TO GROW

What skills would I like to get better at?

- ☐ Confidence
- ☐ Communication
- ☐ Leadership
- ☐ Time management
- ☐ Computer skills
- ☐ Problem solving
- ☐ Other: _____

WHERE I HAVE USED THESE SKILLS

Think about where you've used these skills. It doesn't have to be a job. Examples: school, sports, volunteering, church, caring for siblings, part-time work, etc.

SKILL	WHERE I'VE USED IT

WHAT OTHERS MIGHT NOTICE

What do friends, family, teachers, or past employers often say I'm good at?

_____

_____

_____

A REMINDER

- I don't have to be perfect.
- Everyone starts somewhere.
- My life experiences have taught me valuable skills.
- I can keep learning and growing.
- The skills I have are a good place to start.

I have something to offer. And I'm just getting started.

SECTION 4

Building My First Résumé

Everyone starts somewhere. A résumé is a way to show your potential.



A résumé is a short summary of your skills, experience, and strengths. It helps an employer see what you can bring to their team. If you don't have a lot of work experience yet, that's okay. You can still create a strong résumé using school, volunteering, activities, and everyday skills.

RÉSUMÉ BASICS

A simple résumé usually includes:

- Your name and contact information
- A short summary (optional but helpful)
- Skills
- Education
- Work experience (paid or unpaid)
- Volunteer work
- Activities (school, sports, clubs, etc.)
- Awards or certifications (if any)

Keep it clear, honest, and easy to read. One page is usually best when you're just starting out.

MY SKILLS

List some of your skills (use ideas from page 43).

_____

_____

_____

_____

MY EDUCATION

High school (or equivalent): _____

City, State: _____

Graduation date (or expected): _____

Other education or training:

_____

MY CONTACT INFORMATION

Full name: _____

Phone number: _____

Email address: _____

City, State: _____

A SHORT SUMMARY (OPTIONAL)

A few sentences about who you are and what you're looking for:

_____

_____

_____

_____

MY EXPERIENCE

Include paid jobs, volunteer work, school activities, or other relevant experience.

Title/Role: _____

Where: _____

When: _____

What I did: _____

_____

Title/Role: _____

Where: _____

When: _____

What I did: _____

_____

My experience matters. _____

Getting My Application Ready

A little preparation today can open more opportunities tomorrow.



Having your information ready makes it easier to apply when you find a job you're interested in. Many applications ask for the same basic details, so it helps to gather them now.

PERSONAL INFORMATION

Full name: _____

Phone number: _____

Email address: _____

City, State: _____

ADDRESS HISTORY

Some applications ask for your address history (for example, the last 3–5 years).

Current address: _____

City, State, Zip: _____

From (month/year): _____

To (month/year): _____

Previous address: _____

City, State, Zip: _____

From (month/year): _____

To (month/year): _____

EDUCATION

High school (or equivalent): _____

City, State: _____

Graduation date (or expected): _____

Other education or training: _____

_____

OTHER INFORMATION YOU MAY NEED

- ☐ Social Security number (only when required)
- ☐ Driver's license number (if you have one)
- ☐ Work authorization (if asked)
- ☐ Availability (days and times you can work)
- ☐ Preferred start date
- ☐ Transportation (how you will get to work)
- ☐ Shirt/pant/shoe size (sometimes asked)
- ☐ Links to an online portfolio or profiles (if applicable)
- ☐ Any required certifications or training
- ☐ Other: _____

AVAILABILITY

When are you generally available to work?

- ☐ Weekdays
- ☐ Weekends
- ☐ Mornings
- ☐ Afternoons
- ☐ Evenings
- ☐ Other: _____

ANYTHING ELSE?

Is there any other information you might need often on applications? (For example: willing to relocate, languages, special skills, etc.)

_____

_____

_____

Being prepared now makes it easier to say yes when the right opportunity comes along.

SECTION 4

Filling Out an Application + Following Up

Opportunities often start with a few simple steps.



Complete applications carefully and understand what happens afterward.

BEFORE I HIT SUBMIT

Check:

- ☐ Is my contact information correct?
- ☐ Did I answer every required question?
- ☐ Are dates reasonably accurate?
- ☐ Did I check spelling?
- ☐ Did I attach the correct résumé?
- ☐ Did I read instructions?
- ☐ Did I save the job information somewhere?

IF I DO NOT KNOW AN ANSWER

Do not invent information.

- look it up
- ask someone
- use "not applicable" when appropriate
- explain briefly if the application allows it

AFTER I APPLY

Company: _____

Position: _____

Date applied: _____

How I applied: _____

Contact person if known:

_____

FOLLOWING UP

If appropriate, a short follow-up can be:

*"Hello, my name is _____.
I recently applied for the _____ position and wanted to confirm that my application was received. I'm very interested in the opportunity. Thank you for your time."*

Following up once is professional.
Contacting someone fourteen times before lunch is... a different strategy. 😂

Careful now. Confident later.

SECTION 4

Job Search + Application Tracker

Opportunities don't disappear when you keep good track of them.



Keeping track of your applications helps you stay organized, follow up at the right time, and not miss opportunities. Use this page to record where you've applied, important dates, and next steps.

COMPANY / ORGANIZATION	POSITION	DATE APPLIED	HOW I APPLIED	CONTACT PERSON	FOLLOW-UP DATE	INTERVIEW DATE	STATUS / NOTES

NEXT THINGS I NEED TO DO

- ☐ Follow up
- ☐ Prepare for interview
- ☐ Send information
- ☐ Check voicemail/email
- ☐ Apply somewhere else
- ☐ Other: _____

Keeping track helps me follow up without trying to remember everything.



FREE REFILL
Another copy is available in the Resource Hub.

More today. Closer tomorrow. _____

A Note From Someone in Your Corner

You've just worked through a lot of important information about jobs, applications, and interviews. As you take this next step, remember that you bring value, potential, and a unique perspective to every opportunity.

You are more capable than you may sometimes realize.



A STRENGTH I SEE IN YOU:

SOMETHING YOU ALREADY KNOW HOW TO DO THAT WILL SERVE YOU WELL:

BEFORE AN INTERVIEW, FIRST DAY, OR HARD WORKDAY, I HOPE YOU REMEMBER:

A Note Just For You



A job does not determine your worth. But learning what you can do may surprise you.

Finding a Place That Works for Me

The right place isn't just where you live — it's a place that supports the life you're building.



It's easy to get excited about a place that looks nice or feels comfortable at first. This page helps you think beyond "I like this apartment" and consider whether the housing actually fits your life, your needs, and your goals.

BEFORE I START LOOKING

What can I realistically afford each month?

$ _____

Where do I need to be able to get to?

- work
- school/training
- grocery store
- medical care
- transportation
- people/support
- other: _____

THINGS THAT MATTER TO ME

- ☐ Location
- ☐ Safety
- ☐ Public transportation
- ☐ Parking
- ☐ Laundry
- ☐ Pets
- ☐ Accessibility
- ☐ Number of bedrooms
- ☐ Utilities included
- ☐ Internet availability
- ☐ Roommates allowed
- ☐ Something else: _____

BEFORE I SAY YES

- ☐ Can I afford the full monthly cost?
- ☐ Can I get where I need to go?
- ☐ Does the property appear safe and maintained?
- ☐ Who handles repairs?
- ☐ What utilities am I responsible for?
- ☐ What is the lease length?
- ☐ What money is required before move-in?

A place can look great and still not work for my life.

SECTION 5

What Does This Place Really Cost?

Rent is only one part of housing cost. This page helps you look at the bigger picture so you can plan, compare, and know what to expect.

Rent is the beginning of the number — not always the end.



MONTHLY COSTS MAY INCLUDE

Rent:	$ _____	Renter's insurance:	$ _____
Electricity:	$ _____	Parking:	$ _____
Gas:	$ _____	Laundry:	$ _____
Water / sewer:	$ _____	Transportation difference:	$ _____
Trash:	$ _____	Pet fees if applicable:	$ _____
Internet:	$ _____	Other:	$ _____

ESTIMATED MONTHLY HOUSING COST

$ _____

MOVE-IN COSTS MAY INCLUDE

- ☐ application fee
- ☐ security deposit
- ☐ first month's rent
- ☐ last month's rent where applicable
- ☐ utility deposits
- ☐ moving expenses
- ☐ basic household supplies
- ☐ furniture
- ☐ other fees

Ask exactly what is included before comparing two places.

The cheapest rent is not always the cheapest place to live.

Steady steps. Brighter tomorrows.

SECTION 5

Before I Sign A Lease

A lease is a contract. It explains the expectations for both me and the landlord. Before I sign, I want to make sure I understand what I am agreeing to and that it works for my life.

Read it.
Ask questions.
Take your time.
It's easier to get clarity now than to deal with problems later.



BEFORE SIGNING, FIND:

- ☐ Monthly rent (and what it includes)
- ☐ Due date
- ☐ Lease start and end dates
- ☐ Late-fee rules
- ☐ Security deposit amount and conditions
- ☐ Utilities (what I am responsible for)
- ☐ Guest rules
- ☐ Pet rules
- ☐ Parking rules
- ☐ Maintenance process (how to request repairs)
- ☐ Notice requirements (to move out)
- ☐ Move-out requirements (cleaning, keys, etc.)
- ☐ Roommate rules (if applicable)
- ☐ Renewal information (how and when)

QUESTIONS I NEED ANSWERED:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

SOMETHING I DO NOT UNDERSTAND:

_____

_____

There are no "dumb questions" when it comes to a lease.



Do not be embarrassed to ask what something means.

It is much easier to ask before signing than after there is a problem.

REMEMBER:

If it matters enough to be in the contract, it matters enough to understand.



SECTION 5

Move-In Day Document First

Before you unpack and make the space your own, take time to check the condition of your new home. Documenting what you see helps protect you later if there are questions about damage.

A few minutes of photos and notes now can save a lot of stress later.



CHECK THESE AREAS:

- ☐ walls
- ☐ floors
- ☐ ceilings
- ☐ doors
- ☐ locks
- ☐ windows
- ☐ sinks
- ☐ faucets
- ☐ toilet
- ☐ shower/tub
- ☐ appliances
- ☐ cabinets
- ☐ lights
- ☐ outlets (where appropriate)
- ☐ heating/cooling
- ☐ smoke/CO alarms (where provided)
- ☐ existing damage
- ☐ other: _____
- ☐ other: _____
- ☐ other: _____

DOCUMENT:

- ☐ Take clear photos or video of existing damage.
- ☐ Keep copies somewhere safe.
- ☐ Complete a move-in condition form if provided.
- ☐ Report significant problems through the proper maintenance/contact process.

If it was damaged before I moved in, I want a record showing that.



THINGS I NOTICED AT MOVE-IN:

_____

_____

_____

_____

_____

_____

THINGS I REPORTED:

Issue: _____

_____

Date reported: _____

Reported to: _____

_____

FREE REFILL

Another copy is available in the Resource Hub.

Documenting today helps protect tomorrow.

SECTION 5

Utilities + Home Accounts

Setting up and managing utilities is an important part of having a place to call home. Knowing what accounts you need and when to set them up helps you avoid surprises and keeps things running smoothly.

Small things like running water, heat, and internet make a big difference in daily life.



I NEED TO KNOW WHO HANDLES:

- ☐ Electricity
- ☐ Gas
- ☐ Water
- ☐ Trash
- ☐ Internet
- ☐ Renter's insurance
- ☐ Other: _____

WHEN I MOVE:

Remember to ask about:

- ☐ starting service
- ☐ deposits
- ☐ transferring service
- ☐ ending old service
- ☐ final bills
- ☐ returning equipment

A few phone calls now can prevent big headaches later.

GOOD TO KNOW:

Turning on the lights is surprisingly less automatic than movies make it look. ☺

ACCOUNT INFORMATION:

Company/provider: _____

Account/contact information: _____

Due date: _____ How I pay: _____

Company/provider: _____

Account/contact information: _____

Due date: _____ How I pay: _____

Company/provider: _____

Account/contact information: _____

Due date: _____ How I pay: _____

Do not record passwords, PINs, or full payment-account numbers in this book.



Having the right services in place helps you feel settled, comfortable, and more in control.

SECTION 5

Roommates + Shared Space

Living with other people can be a great experience, but it also comes with challenges. Talking about important things early can help prevent confusion, hurt feelings, and avoidable conflict.

"We'll figure it out" works better when some things are figured out before there is a problem.



MONEY

- ☐ Who pays what?
- ☐ When is each person's share due?
- ☐ How are shared purchases handled?

FOOD

- ☐ Shared or separate?
- ☐ What can people use?
- ☐ How are groceries handled?

CLEANING

- ☐ What does "clean" mean to each person?
- ☐ Who handles what?
- ☐ How often?

GUESTS

- ☐ Are overnight guests okay?
- ☐ How much notice?
- ☐ How often?

QUIET + SLEEP

- ☐ Work/school schedules
- ☐ Music/TV
- ☐ Nighttime expectations

BELONGINGS + PRIVACY

- ☐ Ask before borrowing
- ☐ Bedrooms/private areas
- ☐ Mail/packages
- ☐ Personal information

SOMETHING I WANT TO BE CLEAR ABOUT:

Boundaries are easier to discuss before resentment moves in too.



Something Is Wrong With My Housing — Now What?

Problems can happen, even when you take good care of your place. The important thing is to stay calm, take the right steps, and keep a record.

Most problems have a process.

You do not have to figure it all out alone.



IF SOMETHING BREAKS OR NEEDS ATTENTION:

1. Figure out what is happening.
2. Take photos when helpful.
3. Check the lease for the reporting process.
4. Contact the landlord/property manager.
5. Use written communication when possible or keep a record.
6. Note the date and response.
7. Follow up if necessary.
8. Get reliable local housing/legal help if the problem is serious or unresolved.

You are being responsible when you speak up.

MY RECORD:

Problem: _____

_____

_____

Date I noticed it: _____

Date I reported it: _____

Who I contacted: _____

What they said / next step:

_____

_____

_____

_____

IMPORTANT:

- Do not assume every problem should be repaired personally.
- Some repairs require the landlord/property manager or a qualified professional.
- For emergencies or immediate safety hazards, use the appropriate emergency or local safety resources.

Ignoring a housing problem rarely makes it more polite.

Document. Communicate. Follow up.



SECTION 5

A Note From Someone in Your Corner



This page is for a note from someone in your corner — a CASA, mentor, parent, grandparent, teacher, coach, or another person who believes in you.

You do not have to know everything yet. You are learning.

SOMETHING I HOPE YOU REMEMBER WHEN YOU ARE CREATING A HOME OF YOUR OWN:

ONE THING I KNOW YOU ARE CAPABLE OF HANDLING:

IF SOMETHING ABOUT HOUSING FEELS CONFUSING OR OVERWHELMING, I HOPE YOU REMEMBER:

A NOTE JUST FOR YOU

Home does not have to be perfect to be yours.
You can learn how to take care of your space — and yourself inside it.
There are people in your corner.



SECTION 6

Grocery Shopping
Without Making It a Whole Event

A little planning can save you time, money, and a lot of stress. The goal isn't a perfect grocery trip — it's a realistic one that helps you stock the basics and set yourself up for success.

A plan today makes tomorrow a little easier.

BEFORE I GO
WHAT DO I ALREADY HAVE?

Fridge: _____

Freezer: _____

Cabinet/pantry: _____

WHAT DO I ACTUALLY NEED?
MAKE A QUICK LIST BY CATEGORY.

Meals	_____ _____ _____
Breakfast / quick food	_____ _____ _____
Snacks	_____ _____ _____
Drinks	_____ _____ _____
Household basics	_____ _____ _____

A SIMPLE SHOPPING PLAN

My budget: $ _____

Things I definitely need: _____

_____

_____

Things I can skip if I hit my budget: _____

_____

_____

WHILE I SHOP
HELPFUL HABITS TO KEEP IN MIND.

- ☐ Compare prices.
- ☐ Check the unit price when useful.
- ☐ Look at sizes.
- ☐ Consider store brands.
- ☐ Buy only amounts I can realistically use.
- ☐ Frozen and canned foods can be useful.
- ☐ Avoid shopping very hungry when possible.
- ☐ Remember that a sale is only helpful if I needed the thing.

Cheap food that gets thrown away is not actually cheap.

A LITTLE REMINDER:

A list is not a legally binding document. It is just there to stop me from coming home with six snacks and no dinner.

SECTION 6

Feeding Myself Does Not Have to Be Fancy

You do not have to be a good cook to nourish yourself. Basic meal-building can be simple, flexible, and totally doable, even if you are short on time, tired, or just not confident in the kitchen. With a few simple building blocks, you can put together meals that are satisfying, nourishing, and realistic for your real life.

A meal does not have to belong on the internet to count as dinner.

SIMPLE MEAL FORMULA

CHOOSE SOMETHING FROM EACH GROUP:

1. **SOMETHING FILLING**
   Rice, pasta, potatoes, bread/tortilla, oats, another grain or starch.
2. **SOMETHING WITH PROTEIN**
   Eggs, beans, chicken, tuna, meat, yogurt, tofu, another protein.
3. **SOMETHING FROM A PLANT**
   Fresh vegetables, frozen vegetables, canned vegetables, fruit.
4. **SOMETHING THAT MAKES IT TASTE GOOD**
   Seasoning, sauce, cheese, dressing, herbs, whatever makes me willing to eat it.

EASY MEALS I CAN MAKE

1.
2.
3.
4.

MY "I HAVE NO ENERGY" FOOD

Things I can keep around for hard/busy days:



Fed is better than fancy.

SECTION 6

A Cleaner Space A Calmer You

Keeping your space clean doesn't have to be overwhelming. A little routine and a few simple habits can make a big difference in how your home feels — and how you feel.

A clean space won't change everything, but it can make everything feel a little easier.

WHY IT MATTERS

MORE THAN JUST LOOKS.

A cleaner space can:

- ☐ Help you feel less stressed.
- ☐ Make it easier to focus.
- ☐ Be healthier (fewer germs, less dust).
- ☐ Help you find what you need.
- ☐ Make your space feel more like home.
- ☐ Give you a sense of control.
- ☐ Take less time to maintain over time.

CLEANING BASICS

A FEW HELPFUL TIPS.

- ☐ Start with one small area.
- ☐ Use the right cleaner for the surface.
- ☐ Keep a few basic supplies on hand (all-purpose cleaner, paper towels, sponges, trash bags).
- ☐ Work from top to bottom.
- ☐ Don't forget the spots you can't see (dust builds up!).
- ☐ Put things back where they belong.
- ☐ Set a timer — even 10 minutes can make a difference.

SIMPLE CLEANING ROUTINE

KEEP IT REAL. KEEP IT DOABLE.

DAILY (5–10 MIN)

- ☐ Make your bed (or at least straighten it).
- ☐ Do a quick pickup (clothes, dishes, trash).
- ☐ Wipe down commonly used surfaces (kitchen counters, bathroom sink).

WEEKLY (20–30 MIN)

- ☐ Vacuum or sweep floors.
- ☐ Clean the bathroom (toilet, sink, mirror).
- ☐ Change bed sheets.
- ☐ Do laundry (or at least one load).
- ☐ Take out the trash.

MONTHLY (OR AS NEEDED)

- ☐ Dust surfaces (including shelves).
- ☐ Clean your appliances (microwave, fridge).
- ☐ Wipe baseboards and doors.
- ☐ Check for anything that needs repair.

MY CLEAN SPACE PLAN

SMALL STEPS. REAL PROGRESS.

One area I want to focus on: _____

When I will do it: _____

Supplies I need: _____

A little reward for getting it done: _____

_____

Progress over perfection.

Laundry Without the Mystery

Clean clothes are a small kindness to your future self.

Laundry can feel confusing at first — all the different settings, symbols, and rules can be a lot. The good news is that a few simple steps can make it totally manageable. You do not have to be an expert to get clean clothes. Just a little knowledge and a simple routine go a long way.

BEFORE WASHING

Check:

- ☐ pockets
- ☐ care labels when something is unfamiliar
- ☐ stains
- ☐ items that may need special care
- ☐ whether colors are likely to bleed

A BASIC LOAD

1. Put clothes in washer without packing it impossibly full.
2. Add the appropriate amount of detergent.
3. Choose a reasonable cycle.
4. Wash.
5. Move clothes to the dryer or hang them promptly.
6. Dry according to the care label.
7. Remove dry clothes.

THINGS THAT MAY NEED EXTRA ATTENTION

- ☐ delicate fabrics
- ☐ wool
- ☐ items marked hand-wash
- ☐ items marked dry-clean
- ☐ heavily stained clothing
- ☐ anything expensive enough that I would be furious if it became doll clothing

MY LAUNDRY PLAN

Laundry day / time that might work:

_____

_____

_____

Things I often forget:

_____

_____

_____

When in doubt, read the label.
The shirt is trying to help.



Home Safety Basics — Before Something Goes Wrong

A little preparation can make a big difference. Knowing basic safety information helps you feel more confident and know what to do if there's an emergency.

A safer home is a more peaceful home. Take a little time now to be prepared — for your future self.

I SHOULD KNOW

How do I get out?
Know at least one safe exit and another option where possible.

Where are smoke alarms?

Is there a carbon-monoxide alarm where appropriate?

Where is the fire extinguisher?

Where can I shut off water if I am responsible and know how?

Where is the electrical panel?

Who do I contact for a housing emergency?

IF I SMELL GAS

Do not stay inside trying to investigate. Leave the area and contact the appropriate emergency/gas service from a safe location.

IF THERE IS A FIRE

1. Get out.
2. Stay out.
3. Contact emergency services.
4. Do not go back inside for belongings.

BASIC EMERGENCY INFORMATION

Emergency number: _____

Property / maintenance emergency: _____

Trusted person: _____

USEFUL THINGS TO HAVE

Examples:

- ☐ flashlight
- ☐ batteries
- ☐ phone charger/power bank
- ☐ basic first-aid supplies
- ☐ necessary medication
- ☐ water
- ☐ a small amount of shelf-stable food
- ☐ copies/access to important emergency information

The middle of an emergency is a terrible time to begin wondering where everything is.



SECTION 6

My Everyday Home Reset

Maintaining a home is mostly a bunch of small things done again. Nobody finishes forever.

THIS WEEK

FOOD

- ☐ Grocery check
- ☐ Use food that needs to be eaten
- ☐ Throw away unsafe/spoiled food
- ☐ Make a basic meal plan

HOME

- ☐ Trash
- ☐ Dishes
- ☐ Bathroom
- ☐ Floors
- ☐ Clear one problem area

LAUNDRY

- ☐ Clothes
- ☐ Towels
- ☐ Bedding if needed

LIFE STUFF

- ☐ Check mail
- ☐ Check bills/due dates
- ☐ Refill household basics
- ☐ Report maintenance issue
- ☐ Something I keep forgetting: _____

ONE THING THAT WOULD MAKE HOME FEEL BETTER THIS WEEK

_____

_____

_____

FREE REFILL

Another copy is available in the Resource Hub.



A Note From Someone in Your Corner

You're doing better than you think.

A little encouragement, a few kind words, or a reminder of how far you've come can mean a lot. Use this space to write a note to yourself — or have someone who cares about you write a note to you.

How Do I Get Where I Need to Go?

Planning ahead today gives you more freedom tomorrow.



KNOW YOUR OPTIONS. MAKE A PLAN.

There isn't just one way to get where you need to go. The more options you know about, the more prepared and independent you'll be.

MY CURRENT OPTIONS

CHECK ALL THAT APPLY.

- ☐ My own vehicle
- ☐ Family/friend ride
- ☐ Public transportation
- ☐ Walking
- ☐ Bicycle
- ☐ Rideshare/taxi
- ☐ School or program transportation
- ☐ Community transportation
- ☐ Medical transportation if eligible
- ☐ Other: _____

THINGS I NEED TO THINK ABOUT

IT'S NOT JUST ABOUT GETTING THERE.

- ☐ travel time
- ☐ cost
- ☐ weather
- ☐ operating hours
- ☐ parking
- ☐ route changes
- ☐ accessibility
- ☐ safety
- ☐ whether transportation is available for the return trip too



PLACES I NEED TO GET TO REGULARLY

AND HOW I USUALLY GET THERE.

Work

How I usually get there: _____

How long it takes: _____

School / Training

How I usually get there: _____

How long it takes: _____

Appointments

How I usually get there: _____

How long it takes: _____

Grocery Store

How I usually get there: _____

How long it takes: _____

Other Important Place

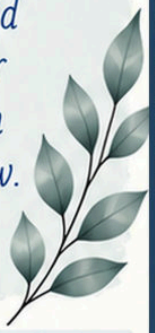
How I usually get there: _____

How long it takes: _____

"I can get there" and "I can reliably get there" are not always the same thing.

Basic Car Care Without Becoming a Mechanic

A little awareness today can help you avoid a bigger problem tomorrow.



I DO NOT NEED TO KNOW HOW TO REBUILD AN ENGINE.
I DO NEED TO NOTICE WHEN MY CAR IS TRYING TO TELL ME SOMETHING.

You do not have to be a mechanic to take good care of your vehicle. Knowing a few basics can help you stay safer, avoid bigger problems, and feel more confident on the road.

THINGS TO KEEP AN EYE ON

SIMPLE CHECKS CAN MAKE A BIG DIFFERENCE.

FUEL

Do not make 'I wonder how far empty really means' a regular transportation plan.

TIRES

Know how to recognize:

- ☐ visibly low tire
- ☐ obvious damage
- ☐ warning light
- ☐ unusual vibration

Know the recommended tire pressure for the vehicle.

OIL

Know:

- ☐ how to check when oil service is due
- ☐ where maintenance records are kept
- ☐ what warning lights mean enough to stop and ask for help.

LIGHTS

Periodically check:

- ☐ headlights
- ☐ brake lights
- ☐ turn signals
- ☐ hazard lights

WINDSHIELD

Keep:

- ☐ visibility clear
- ☐ washer fluid available
- ☐ wipers usable

MY CAR INFORMATION

KEEP THIS INFORMATION IN ONE PLACE.

YEAR / MAKE / MODEL: _____

LICENSE PLATE: _____

INSURANCE COMPANY: _____

ROADSIDE ASSISTANCE: _____

MECHANIC / REPAIR SHOP: _____

NEXT MAINTENANCE I KNOW ABOUT: _____

Warning lights are not decorative dashboard accessories.

If I do not know what one means, I can look it up safely or ask someone who does.

What Does Transportation Really Cost?

A little planning today can give me more freedom tomorrow.



Transportation costs are part of the real cost of daily life. Whether I drive or use other options, getting where I need to go usually costs more than I think.

IF I DRIVE

Possible costs:

Car payment:	$ _____
Insurance:	$ _____
Fuel:	$ _____
Parking:	$ _____
Maintenance:	$ _____
Registration / fees:	$ _____
Repairs savings:	$ _____
Other:	$ _____

ESTIMATED MONTHLY TOTAL:

$ _____

IF I USE OTHER TRANSPORTATION

Possible costs:

Bus/train pass:	$ _____
Rideshare/taxi:	$ _____
Bike maintenance:	$ _____
Paying toward gas for rides:	$ _____
Other:	$ _____

ESTIMATED MONTHLY TOTAL:

$ _____

ONE TRANSPORTATION COST I NEED TO PLAN FOR BETTER

_____

_____

_____

The price of getting somewhere is part of the price of doing the thing.

That includes jobs, school, appointments, and daily life.

SECTION 7

My Transportation Backup Plan

A little preparation today can give me more freedom tomorrow.



This is a practical backup page for important commitments. Having a plan can help me stay on track, even if something unexpected happens.

IMPORTANT COMMITMENT

Could be: appointment • work shift • interview • class • training • meeting • important personal commitment

Where I need to be: _____

Date: _____ Time: _____

PLAN A

How I expect to get there: _____

What time I need to leave: _____

PLAN B

If Plan A falls through: _____

Who could I contact: _____

Phone/contact: _____

PLAN C

Another option: _____

IF I AM GOING TO BE LATE OR CANNOT GET THERE

Who do I need to contact? _____

How early should I contact them? _____

What can I say? _____

"I'm having a transportation problem and I may be late / unable to arrive. I wanted to let you know as soon as possible."

IMPORTANT

A transportation problem becomes a communication problem when nobody knows what is happening.
Telling someone early can protect options.

FREE REFILL

Another copy is available in the Resource Hub.

A backup plan does not mean I expect failure. It means I am prepared.

A Note From Someone in Your Corner

Different roads can still lead to a bright future.



This page is for a note from someone in your corner — a parent, grandparent, mentor, teacher, coach, CASA, or another person who believes in you.

SOMEWHERE I HOPE LIFE TAKES YOU:	ONE THING I TRUST YOU TO FIGURE OUT:	IF PLANS FALL APART, I HOPE YOU REMEMBER:

A NOTE JUST FOR YOU

Plans change.
Routes change.
Getting redirected does not mean you are lost forever.
There are people in your corner.

SECTION 8

Where Did I Put That?

KEEP THE LOCATION. PROTECT THE SECRET.

It can be hard to remember where important documents and information are stored, especially when life gets busy. Use this page to write down where to find things without writing the sensitive details themselves.

ITEM / INFORMATION	WHERE I KEEP OR FIND IT
Birth certificate	
Social Security card / ID document	
Passport	
Insurance information	
Lease	
Tax paperwork	
Vehicle documents	
School/training records	
Important digital records	
Other	

DO NOT WRITE HERE

For your safety, do not write any of the following on this page:

- passwords
- PINs
- full account numbers
- security codes
- Social Security number
- banking login information

Instead, record something like:

"Stored in my secure password manager."

or

"Original is in the locked file box."

KEEP THE LOCATION. PROTECT THE SECRET.

A little organization today can bring a lot of peace tomorrow.

SMALL STEPS CREATE A CALMER TOMORROW.

FREE REFILL

Another copy is available in the Resource Hub.

Health Appointments

BE PREPARED. ASK QUESTIONS. TAKE CARE OF YOU.

Keeping track of your appointments can help you stay healthy and avoid bigger problems later. Use this page to write down your regular care providers and remind yourself what to bring and what to ask.

Taking care of your health is a powerful way to take care of your future.

MY HEALTH CARE PROVIDERS

TYPE OF PROVIDER	NAME	PHONE NUMBER	LOCATION
Primary Care Doctor			
Dentist			
Eye Doctor			
Mental Health Provider (if applicable)			
Specialist (if applicable)			
Pharmacy			

BEFORE MY APPOINTMENT

- ☐ I know the date, time, and location.
- ☐ I have my ID and insurance card (if applicable).
- ☐ I know why I am going.
- ☐ I wrote down any questions I want to ask.
- ☐ I made a list of any symptoms or concerns.
- ☐ I have a way to get there (transportation).

QUESTIONS I WANT TO ASK

_____

_____

_____

_____

_____

_____

NOTES AFTER MY APPOINTMENT

What did we talk about? What are the next steps? Do I need a follow-up appointment?

_____

_____

_____

YOU DESERVE CARE, SUPPORT, AND A HEALTHY TOMORROW.

Showing up for your health today helps you have more tomorrows.

Prescriptions & Medications

KNOW WHAT YOU TAKE. BE IN THE KNOW.

Whether you take medication regularly or only sometimes, it's important to keep track of what you take, why you take it, and how to get refills. This page can help you stay organized and prepared.

MY CURRENT MEDICATIONS

MEDICATION NAME	WHY I TAKE IT	DOSE / HOW OFTEN	PRESCRIBING PROVIDER

MY PHARMACY INFORMATION

PHARMACY NAME: _____

LOCATION: _____

PHONE NUMBER: _____

WEBSITE / APP: _____

REFILL REMINDERS

- ☐ I know how to request a refill.
- ☐ I know how much notice I need.
- ☐ I use a calendar or reminder.
- ☐ I know what to do if I run out.
- ☐ I keep track of my refills.
- ☐ I know if I need an appointment for a new prescription.
- ☐ I know who to contact if I have questions.

NOTES

Staying on track with your health is a way of taking care of the future you. Small steps today make a big difference tomorrow.



A HEALTHIER YOU SUPPORTS A BRIGHTER TOMORROW.

My Official Stuff Checkpoint

A QUICK CHECK TO HELP ME STAY ON TRACK.

Life is a lot easier when important things are in one place, information is up to date, and I know what to do if something changes. Use this page to check in, see what's complete, and note anything you still want to take care of.

MY DOCUMENTS	NOTES / NEXT STEP
☐ I have the important documents I need.	
☐ I know where they are stored.	
☐ I know how to get a replacement if needed.	
☐ I have digital copies (if possible).	
☐ I know who can help me if I'm unsure.	

MY HEALTH	NOTES / NEXT STEP
☐ I know my basic health information.	
☐ I know my regular (primary) provider.	
☐ I know how to make an appointment.	
☐ I know where my prescriptions are filled.	
☐ I understand my insurance basics.	

MY ACCOUNTS + BILLS	NOTES / NEXT STEP
☐ I know how to access my important accounts (email, bank, insurance, etc.).	
☐ I know how to read and respond to official mail.	
☐ I have a plan for handling bills and deadlines.	
☐ I know who to contact if I'm unsure or need help.	

I'M STILL FIGURING THIS OUT	NOTES / NEXT STEP
☐ This is something I still need to learn or do.	
☐ I'm not sure where to start yet.	
☐ I want to ask someone for guidance.	
☐ I'm making a plan to take care of it soon.	
☐ Other: _____	

♥ *Progress doesn't mean everything is done.*
It means I'm paying attention and taking steps.

You're not expected to have everything figured out yet.

Checking in now helps you feel more in control later.

You're doing better than you think.



SAME SMALL STEPS BUILD A STRONGER TOMORROW.

A Note From Someone in Your Corner

JUST A FEW WORDS FOR YOU...

This space is for someone who cares about you — a CASA, mentor, family member, friend, or another person in your corner — to share their thoughts, encouragement, or anything they want you to remember.

Dear You,

You've got this!

Sometimes a few words from the right person can make a big difference.

Someone in your corner sees your strength, believes in your potential, and reminds you that you are capable of amazing things.

You are not alone.



KIND PEOPLE LEAVE A LASTING IMPACT.

Applications, Deadlines and What I Need

BE PREPARED. STAY ORGANIZED. GIVE YOURSELF TIME.

Every school or training program has its own process, deadlines, and requirements. Being organized can help reduce stress and give you a better chance of success.

Progress happens one step at a time. A little preparation today can open big opportunities tomorrow.



COMMON APPLICATION REQUIREMENTS

NOT EVERY PROGRAM REQUIRES ALL OF THESE.

- ☐ Completed application (online or paper)
- ☐ High school transcript or GED records
- ☐ Personal statement or essay (if required)
- ☐ Letters of recommendation (if required)
- ☐ Test scores (such as ACT, SAT, or program-specific tests)
- ☐ Portfolio or work samples (for some programs)
- ☐ Interview (for some programs)
- ☐ Proof of identification
- ☐ Proof of residency (for some programs)
- ☐ Immunization records (for some programs)
- ☐ Application fee (if there is one)
- ☐ Other: _____

IMPORTANT DEADLINES

MARK KEY DATES SO YOU DON'T MISS THEM.

- ☐ Application opens: _____
- ☐ Application deadline: _____
- ☐ Financial aid forms (if needed): _____
- ☐ Program-specific requirements due: _____
- ☐ Testing dates (if required): _____
- ☐ Interview date (if applicable): _____
- ☐ Decision notifications (approximate date): _____
- ☐ Enrollment deadline: _____
- ☐ Housing deposit (if applicable): _____
- ☐ Other: _____

THINGS I NEED TO GATHER

GET ORGANIZED EARLY.

- ☐ Personal identification (ID)
- ☐ Social Security number (if required)
- ☐ High school or GED transcripts
- ☐ Test scores (if required)
- ☐ Financial information (for aid forms, if applicable)
- ☐ Contact information for references
- ☐ Immunization records (if required)
- ☐ List of past schools, jobs, or activities
- ☐ Email address (use one you check regularly)
- ☐ Other: _____

MY PLAN

SMALL STEPS MAKE A BIG DIFFERENCE.

What is my next step?

_____

_____

What do I need to do this month?

_____

_____

What support might I need (people, resources, reminders)?

_____

_____

REMEMBER

YOU ARE MORE PREPARED THAN YOU MIGHT THINK.

- It's okay to ask for help if you're unsure about any part of the process.
- Deadlines matter, but it's also okay to take the time you need to do it right.
- Being organized now can make things smoother later.
- You can apply to more than one program if you're not sure yet.
- Every step forward is progress.

You don't have to have it all figured out. You just have to be willing to take the next step.



SECTION 9

My Next Step Plan

TURNING IDEAS INTO A PLAN THAT FITS MY LIFE.

You don't have to have everything figured out. This page helps you think through your next steps and what you can do now. Plans can change, and that's okay. The goal is progress, not perfection.

A plan doesn't have to be perfect to be powerful. Small steps today can lead to big opportunities tomorrow.



MY GOAL

WHAT AM I WORKING TOWARD?

My next step goal is:

WHY IT MATTERS

WHAT'S IMPORTANT TO ME?

Why is this next step a good fit for me right now?

STEPS I CAN TAKE

SMALL STEPS MAKE PROGRESS.

What are 3–5 steps I can take to move toward this goal?

1.
2.
3.
4.
5.

PEOPLE WHO CAN SUPPORT ME

I DON'T HAVE TO DO THIS ALONE.

Who can support me? (Examples: CASA, family member, friend, teacher, advisor, mentor, etc.)

IMPORTANT DATES

KEY DATES TO REMEMBER.

- ☐ Application deadline:
- ☐ Financial aid deadline:
- ☐ Testing date (if needed):
- ☐ Other:

WHAT I CAN DO RIGHT NOW

SOMETHING I CAN DO THIS WEEK.

What is one action I can take this week, no matter how small?

A NOTE TO MY FUTURE SELF

YOU'VE GOT THIS.

Write a short note to yourself about the next step you're taking. What do you want to remember?

Progress is still progress.



A Note From *Someone in Your Corner*

SAME YOU. BRIGHT TOMORROWS AHEAD.

You have options, and you have time to figure out what's right for you. Whatever path you choose, I'm proud of you for showing up, asking questions, and taking steps toward your future.

Your next step doesn't have to be perfect to be meaningful. I believe in you — today and whatever comes next.



MY NOTE TO YOU:



You are capable.
You are more prepared than you might feel.
You have a bright future, and I'm grateful to be part of your journey.

WITH ENCOURAGEMENT,

DATE:

My Personal Safety Plan

BE PREPARED. BE AWARE. BE EMPOWERED.

A safety plan isn't about living in fear — it's about being prepared. Having a plan can help you feel more confident, make safer choices, and know what to do if a situation doesn't feel right.

I am allowed to take up space, set boundaries, and keep myself safe.



PEOPLE I CAN COUNT ON

PEOPLE I CAN CONTACT IF I NEED HELP:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____



It's a strength to ask for help.

SAFE PLACES

PLACES I CAN GO IF I FEEL UNSAFE:

- ☐ Home
- ☐ A friend or family member's house
- ☐ A trusted neighbor
- ☐ A 24-hour public place (like a store, hospital, or gas station)
- ☐ School, work, or a community center
- ☐ Other: _____
- ☐ Other: _____

There is always a safer option. I can leave a situation if I need to.

IMPORTANT NUMBERS

NUMBERS I MAY NEED:

- ☐ Emergency Services: 911
- ☐ Non-emergency police: _____
- ☐ Trusted friend: _____
- ☐ Family member: _____
- ☐ Mentor/CASA: _____
- ☐ Crisis support line: _____
- ☐ Other: _____
- ☐ Other: _____

Having these numbers ready can make a big difference.

RED FLAGS FOR ME

SITUATIONS THAT MAY FEEL UNSAFE:

- ☐ Feeling pressured
- ☐ Someone not respecting my no
- ☐ Being in a place that doesn't feel safe
- ☐ Someone who makes me feel uncomfortable or afraid
- ☐ Being alone with someone I don't trust
- ☐ Substance use around me
- ☐ Other: _____
- ☐ Other: _____

I trust my instincts. If something feels off, it probably is.

MY SAFETY STRATEGIES

THINGS THAT HELP ME STAY SAFE:

- ☐ Keep my phone charged
- ☐ Let someone know where I am
- ☐ Plan my transportation
- ☐ Stay aware of my surroundings
- ☐ Avoid isolated areas
- ☐ Trust my gut and leave if needed
- ☐ Keep personal information private
- ☐ Other: _____
- ☐ Other: _____

Small steps add up to big peace of mind.

IN A TOUGH SITUATION

STEPS I CAN TAKE:

- ☐ Remove myself from the situation
- ☐ Go to a safer place
- ☐ Contact someone I trust
- ☐ Call for help if needed
- ☐ Keep my phone with me
- ☐ Use a code word with a trusted person
- ☐ Trust my instincts
- ☐ Other: _____
- ☐ Other: _____

I can choose safety. Every time.

SECTION 11

My Hard Day Plan

SIMPLE STEPS FOR WHEN THINGS FEEL LIKE TOO MUCH.

You can have a hard day and still make progress.

Hard days happen. Having a plan can make it a little easier to get through those moments. This is my personal plan — a reminder of what to do, who to reach out to, and what helps me feel a little more steady.

WHEN I NOTICE I'M HAVING A HARD DAY, I CAN:

- ☐ pause and take a breath
- ☐ use my next ten minutes plan (page 112)
- ☐ do one small thing
- ☐ remind myself that this feeling is temporary
- ☐ reach out to someone
- ☐ be honest about how I feel
- ☐ give myself permission to rest
- ☐ remember that I have gotten through tough days before
- ☐ other: _____

PEOPLE I CAN REACH OUT TO:

Write names, phone numbers, or how to contact them.

_____

_____

_____

_____

_____

PLACES I CAN GO (IN PERSON OR ONLINE):

Somewhere I feel safer, calmer, or supported.

_____

_____

_____

THINGS THAT USUALLY HELP ME:

What actually helps (even a little)?

_____

_____

_____

_____

_____

THINGS TO AVOID (OR LIMIT) ON A HARD DAY:

What tends to make things harder for me?

_____

_____

_____

_____

_____

A FEW KIND REMINDERS FOR ME:

- ☐ It's okay to ask for help.
- ☐ I don't have to do everything today.
- ☐ This feeling will not last forever.
- ☐ Taking care of myself is not selfish.
- ☐ I am stronger than this moment.
- ☐ I can get through hard days.

This is a plan for the hard days — and the better days, too.