

Name:	Date		
Do you know how to?	No	Some	Yes
<b>Banking/Finances</b>			
Open a checking account			
Save money in a saving account			
Make a large purchase with bank loan			
How to choose/purchase a home/real estate			
Apply for a debit card and use			
Apply for a credit care and use			
Start an emergency fund			
Understand investing for the future			
Check your credit score			
Create a budget/manage money			
How to shop for bargains			
Pay bills, in person, online or by mailing			
Proper tipping at a restaurant/uber			
Pay taxes			
Create a will			
Create a file for important personal documents			
Know what to do if purse/wallet is stolen			
Know where you birth certificate is			
Know where your social security card is			
<b>Employment</b>			
Apply for a job in person or online			
Eye contact when speaking			
Negotiation Skills-salary, benefits or a raise			
Job responsibility			
How to be part of a team			
Conflict Resolution			
Networking/Social Skills			
Effective Communication			
Fill out a W4 for your new job(employee withholdings)			
Creating a resume			
Sending a professional email			

Dress for a job interview			
Profession email addresses			
Tie a tie			
Shine your shoes/boots			
Participate in a job interview			
Call a business to ask questions			
How to quit a job the right way			
Respect for persons of authority			
Write a thank you note/email after an interview			
<b>Fun</b>			
Outdoor safety			
Set up a tent			
Start/put out a fire			
Water safety			
Boat safety			
Vounteer somewhere			
Internet safety			
Buy a ticket to a movie/show			
Order/eat at a restaurant			
Get a passport			
Travel by plane or train			
<b>Home Skills</b>			
Change a lightbulb			
Plunge a toilet			
Hang a picture			
Use a fire extinguisher			
Assemble furniture			
Vacuum and empty the casister			
Change a air filter in air conditioner			
Test Carbon Monoxide detector			
Test Smoke Alarm			
What to do in case of a gas leak			
Unclog a drain			
Drip pipes in the cold weather			
Unfreeze frozen water pipes			
Make a bed			

Set a clock alarm			
How to make good decisions			
Basic household cleaning			
Use a drill/hammer/screwdriver			
Climb a ladder			
Plant care			
Mow and edge a lawn			
Recognizing fraudulent deals and online scams			
<b>Kitchen Skills</b>			
Knife Safety			
Food Safety			
Read a user's manual			
Plan a Meal			
Grocery shop on a budget			
Follow a recipe			
Prepare/Cook a meal			
Set a table			
Make coffee/tea/etc			
<b>Personal Life</b>			
Emergency Plans (tornado, fire, flood, etc.)			
Relationship-Safe Dating, Etc.			
Planning-Preparing for a Memorial/Funeral			
Forward mail to new home			
Send mail from the Post office			
Handwrite a letter/card			
Write a thank you note/email after an interview			
Wash laundry			
Dry laundry			
Remove a stain			
Iron			
Mend a torn seam			
Sew a button			
Hem pants			
Handle a bloody nose			
Handle a sunburn			
Shower/shave/wash hair			

Put on make-up, cologne/perfume/deodorant			
When to go to the hospital			
Basic first aid			
Handle a burn			
Handle a cut to the body			
How to get better sleep			
Why is sleep important			
How to use a microwave			
How to use a instant pot			
Babysit			
The cost of having a child			
Using Ai the correct way			
Safety with traveling			
How to apologize			
<b>Housing</b>			
How to complete a rental agreement			
Things to look at before renting or purchasing home			
How to get utilites turn on -electric, gas, internet			
How to get utilites turned off when you move out			
How to turn off your electricity and find breaker box			
How to turn off water in case of a leak			
Disconnect water hose in the winter			
How to clean gutters			
<b>Scheduling</b>			
Schedule/cancel a doctor/dentist appointment			
Plan for your future			
Schedule your time (job, homework, activities, etc.)			
Cope with stress			
Complete forms-Medical			
<b>Transportation</b>			
How to choose/purchase vehicle			
Get car insurance			
Fill a car with gas			
Check tire pressure			
Change a tire			
Check car oil or change the oil			

Jumpstart a car			
Wash and detail a car			
Take a car to be serviced			
Use a city bus/uber/lyft			
Navigate without a map			
Uber/Lyft safety			
<b>Local/County/State Resources</b>			
Know where the hospital is			
Food Banks/Family Resources Locations			
Voter Registration and Voting locations			
Get a driver's license/Real ID			
Renew license/registraion			
County Health Department Service			
Local Police Department Services			
County Sheriff Services			
Highway Patrol Service			
Fire Department Services			
County Courthouse Services			