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TIPS & TRICKS FOR LIFE

Brochure



THE BOOK
OF LIFE

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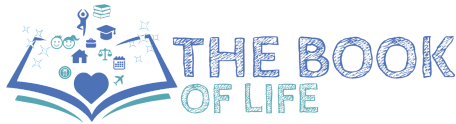
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ABOUT THE PROJECT

The project "**The book of life - Write your own bestseller!**" is an initiative focusing on the preparation, testing and application of creative, informal working methods of working with young people. Their main aim is to increase young people's involvement in community life and to give them a new perspective on how to manage their lives both personally and professionally, as they enter adulthood.

The work is based on transnational and cross-sectoral cooperation between Gamma Institute of Psychology from Romania, Institute of Animation and Social Development from Poland, Aspaysm Castilla y Leon from Spain, CEIPES from and CheckIn Association from Portugal under the Erasmus+ program. Its main results are the manual "The Book of Life", brochure "Tips & Tricks for life", personal development programme "The hero's journey" and web platform with resources for young people and youth workers - www.thebookoflife.infoproject.eu

Dear friend,

Welcome in the phase when you create your own independent life!

It is a wonderful period, in which, perhaps, the biggest gain is to get to know yourself in a different way - from the role of a young adult, and to re-create yourself according to the potential you discover in this stage.

In order to have the safe space in which to explore your personality and to connect to yourself, we created this journal, in which reflective questions are mixing with worksheets, challenges and tips & tricks that you can use for the process of launching into independent life.

We recommend you to use this journal for moments of self-reflection or whenever you feel that one of the pages or chapters in this journal falls on the mark for your own personal development process.

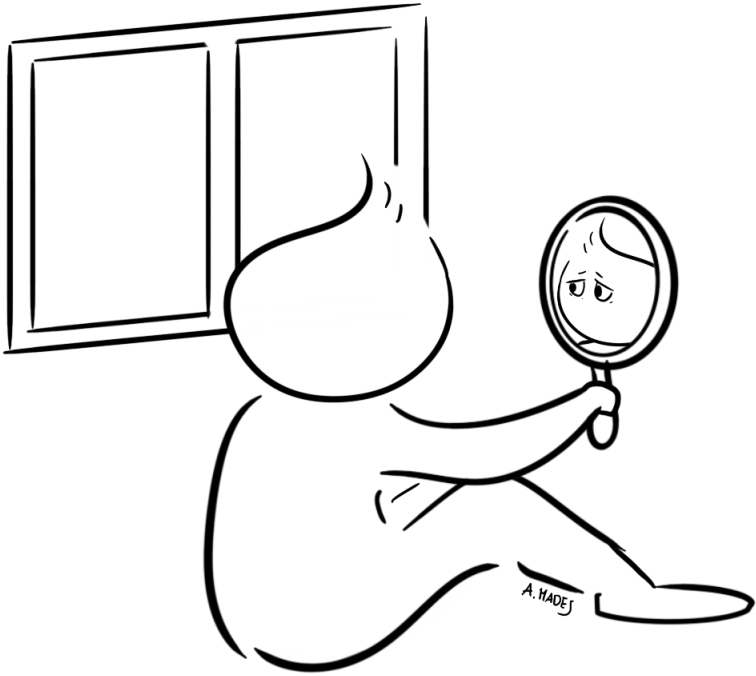
If you feel the need to learn more about any of the topics, we invite you to read the "Book of Life - Manual for an independent life", that you can find on www.thebookoflife.infoproject.eu.

And don't forget! To build an independent life the way you want it, you need to connect to your inner Self, to let yourself be guided to discover how you want your life to be, to decide on some concrete goals that would make the desired scenario become a true and to plan in small steps, how to reach the desired reality. Change is made through decisions you make daily regarding the actions you have proposed!

With inspiration, love and joy for life!

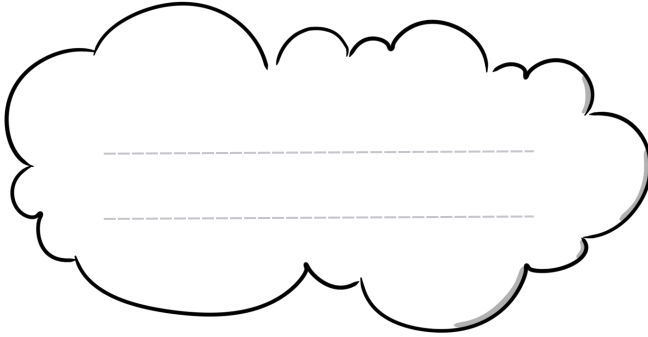
Your friends from

The Book of Life Team



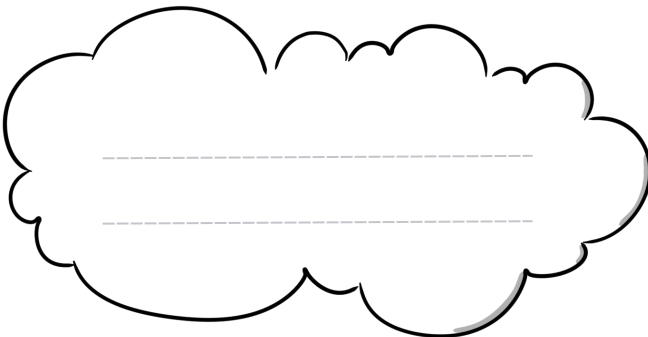
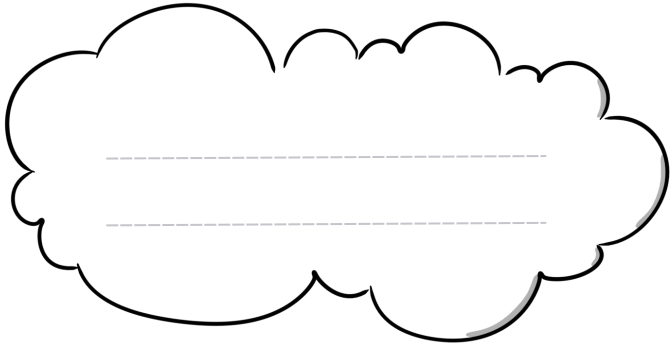
EMOTIONAL HEALTH

SELF EVALUATION



How and when do you recognize your emotion?

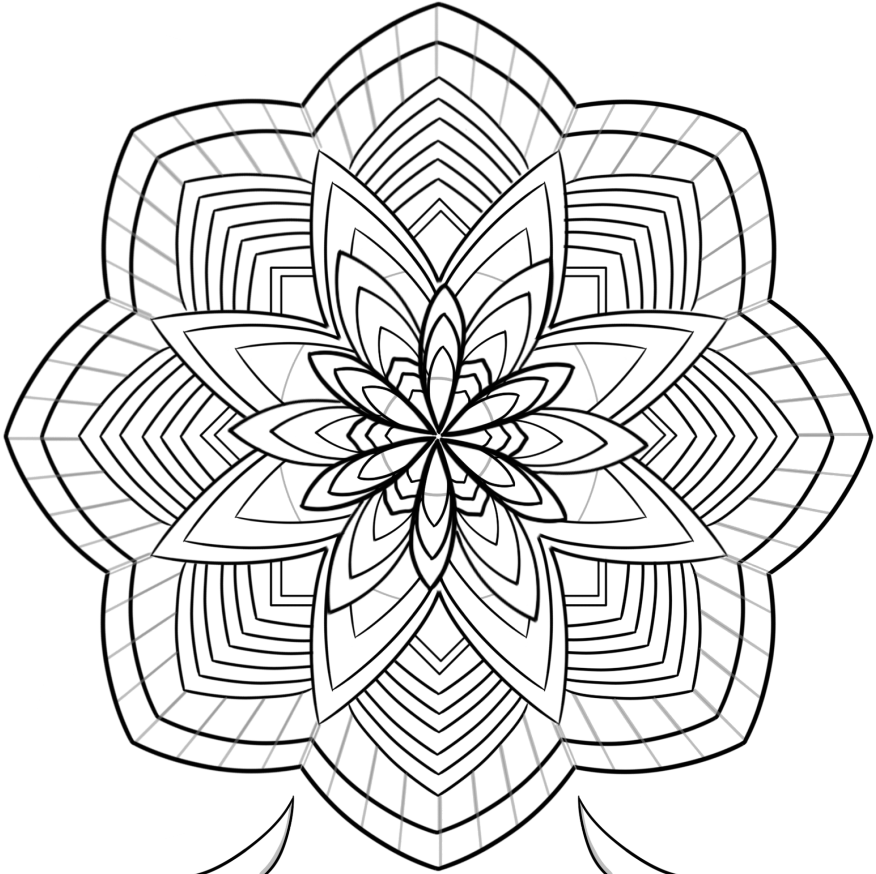
How much time do you spend in a week listening to yourself and your emotions?



How do you deal with stress and anxiety?

EMOTION MANDALA

Part of developing an awareness of your thoughts and feelings is silently naming them for yourself. Paint out the pictures with the colours that express your feelings, it will calm you. Then write down the feeling you felt before and after.



Initially I felt:

Now I feel:

TURN ON YOUR BRIGHTEST LIGHT!

Sometimes to feel better you need to apply your shining strategies.
List below all those things or actions that helps you to feel better and
enlighten your day.















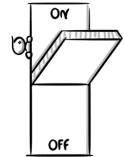








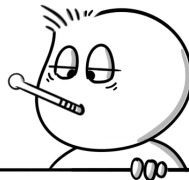
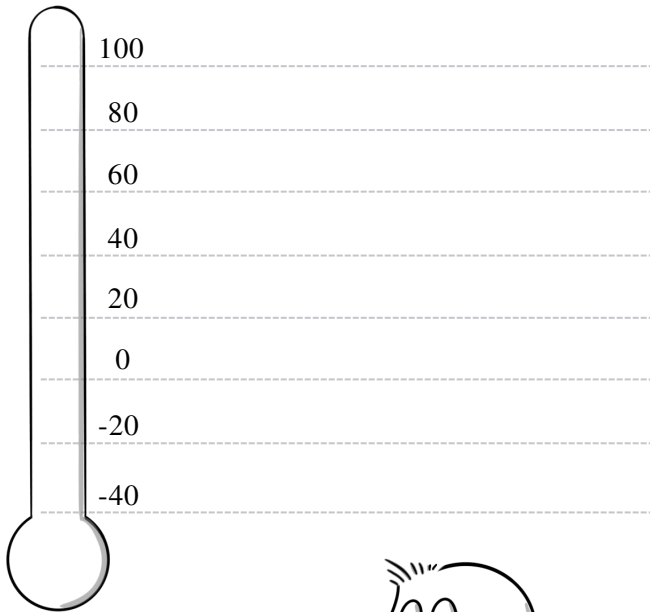




EMOTIONS FEVER

Identifying which feelings cause the most difficulty is the first step to improving your emotional health. The following chart illustrates a ten-point scale for monitoring emotions, and their intensity, as well as providing an objective scale to learn to rate them.

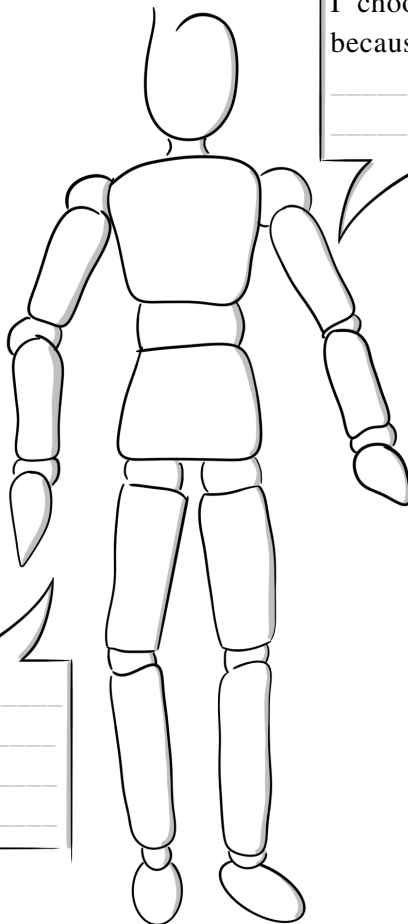
Use the thermometer below to point out the level of intensity of your feelings. Write on the line the name of the emotion that corresponds to that intensity. Is not necessary to write an emotion per each line.



Which is the most intense emotion? Why do you think is like that?

DRESS UP YOUR EMOTIONS

Often emotions are strongly related to some parts of our body and the way we dress could reflect the emotions we feel. Draw upon the mannequin 2 clothes, one that represents the emotion that empowers you (e.g., a hat, a cape ...) and the second, a comfortable item that helps you to face negative emotions (e.g., a scarf, a sweater...). Then explain what represents that item and why you choose it.



I choose _____
because _____

I choose _____
because _____

FEELINGS PUZZLE

Each action is a piece of the puzzle of your life but only if you will be able to recognize your emotion and use a positive strategy, in the end, each piece will take its place and you will see the amazing picture that together they form.

Think about the behavioural consequences of your unhelpful or negative emotions and reflect on alternative and more effective strategies.

The image shows a 2x2 grid of puzzle pieces. Each piece is a square with a tab on one side and a blank on the other. The pieces are arranged as follows:

- Top-left piece: "When I feel:"
- Top-right piece: "I sometimes do:"
- Bottom-left piece: "And it is not good because:"
- Bottom-right piece: "I can try to:"

TIPS & TRICKS

Don't be afraid to ask
for support

Listen to
your body

Have a positive
approach

Be nice to yourself

Avoid self-
criticism

Take time to listen to
your emotions

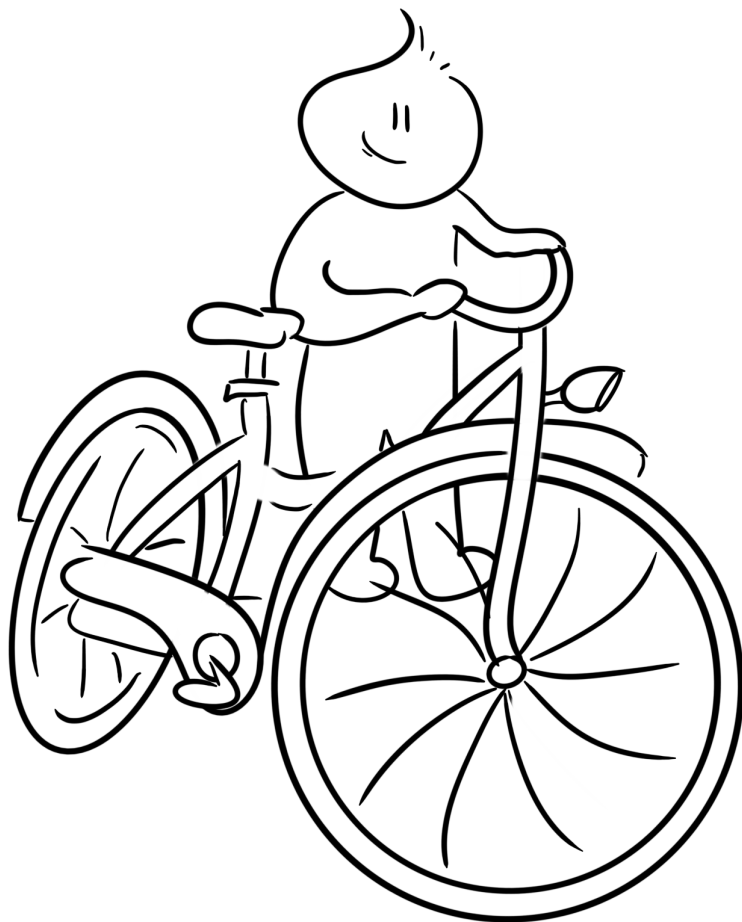
Accept compliment

Spend time with
healthy people

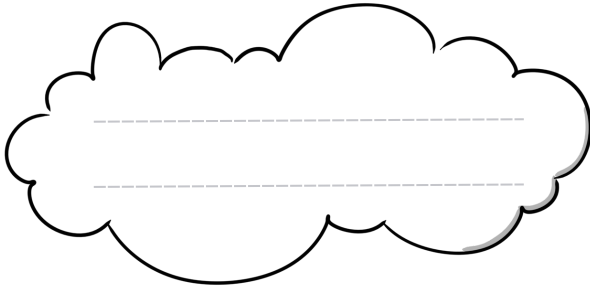
Pay attention to how you
express your emotions

Talk about
your feelings

HEALTHY LIFESTYLE

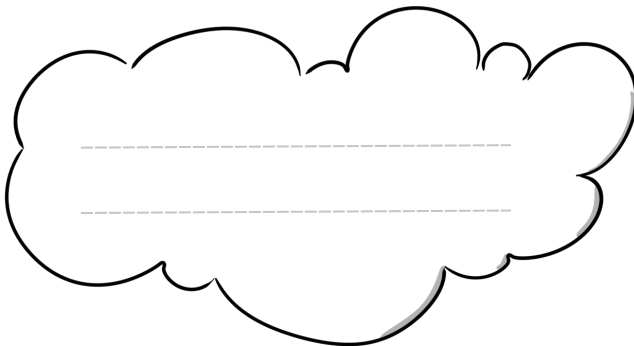
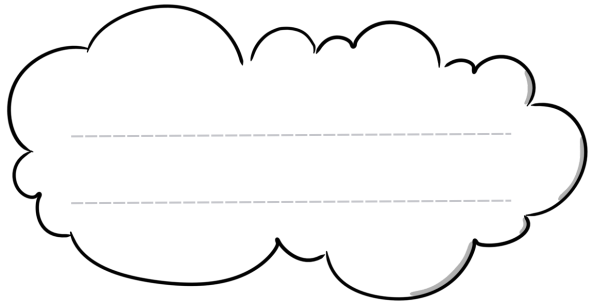


SELF EVALUATION



How would you describe your health?

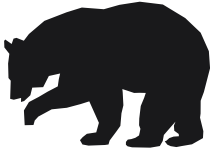
How would you describe the relation you have with your body?



What balance in life means to you?

THE CHRONOTYPES

My dream day as a:



Bear



Wolf



Lion



Dolphin

Complete the following sheet, planning your next 4 weeks, according to the main healthy principles for the dominance you have as chronotype.

	Sleep	Eat	Physical exercise	Professional activity	Time for relaxation
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					

	Sleep	Eat	Physical exercise	Professional activity	Time for relaxation
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					

	Sleep	Eat	Physical exercise	Professional activity	Time for relaxation
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					

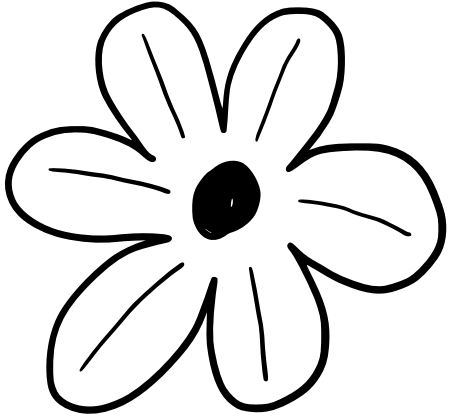
	Sleep	Eat	Physical exercise	Professional activity	Time for relaxation
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					

ROLES IN LIFE

Imagine that your life is a flower. Color the petals in the color you feel that is representing the dominant emotion you have regarding that role:

The roles are:

- Daughter/son
- Professionist/ educational role
- Friend
- Couple
- Other relatives
- Me



Complete the following table:

	Parents	Superior/ Teachers	My partner	My friends	My relatives	ME
Their expectations						
My expectations						
My responsibilities						
My joy regarding this role						
I want to change						

MY BODY IS MY FRIEND

Complete the following scheme:

Do I eat regularly:

Yes: My successful method: _____

No: 3 actions that I will do in the next 3 days to eat regularly:

Do I have a healthy diet?

Yes: 3 main principles that I follow to succeed it:

No: 3 small changes to include in my diet:

Do I hydrate myself properly?

Yes: 3 favorite drinks that are helping me:

No: 3 reminder actions to increase my hydration level:

Do I make excesses?

Yes: Name 3 of them

No: The healthy belief that is helping me for maintain my balance:

Do I sit down when I am eating?

Yes: My benefits when I am enjoying the meals _____

No: The unhealthy belief that is keeping me away of enjoying properly the meals is _____

CHANGES TO IMPLEMENT FROM TODAY, [date]: _____

1. _____
2. _____
3. _____
4. _____
5. _____



A large grid of small dots for writing, consisting of 20 columns and 25 rows of dots.

THE SECRET INGREDIENT: JOY

The mandatory ingredient for a healthy lifestyle is JOY!

What brings me joy in my daily life:

Small daily things/ actions/ thoughts that are helping me relax:

JOY AS PART OF MY LIFE

Plan your joy for the next 4 weeks! Write in the following sheet what you propose yourself to do – small actions – 30 minutes/ day!

	Week 1	Week 2	Week 3	Week 4
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

PILLARS OF WELLBEING

The 5 pillars of Wellbeing:

1. Connect
2. Be active
3. Be aware
4. Learn
5. Give

Reflect on your day and on the end of the day, complete the following sentences:

Today

I connected with

I've been active by

I was aware of

I learnt

I gave/ I contributed with



A large grid of small dots for writing, consisting of 20 columns and 25 rows.

TIPS & TRICKS

Ask yourself daily how
do you feel

Do daily at least one action
for the health of your body

Eat healthy

Set specific goals for
your health

Respect your chronotype

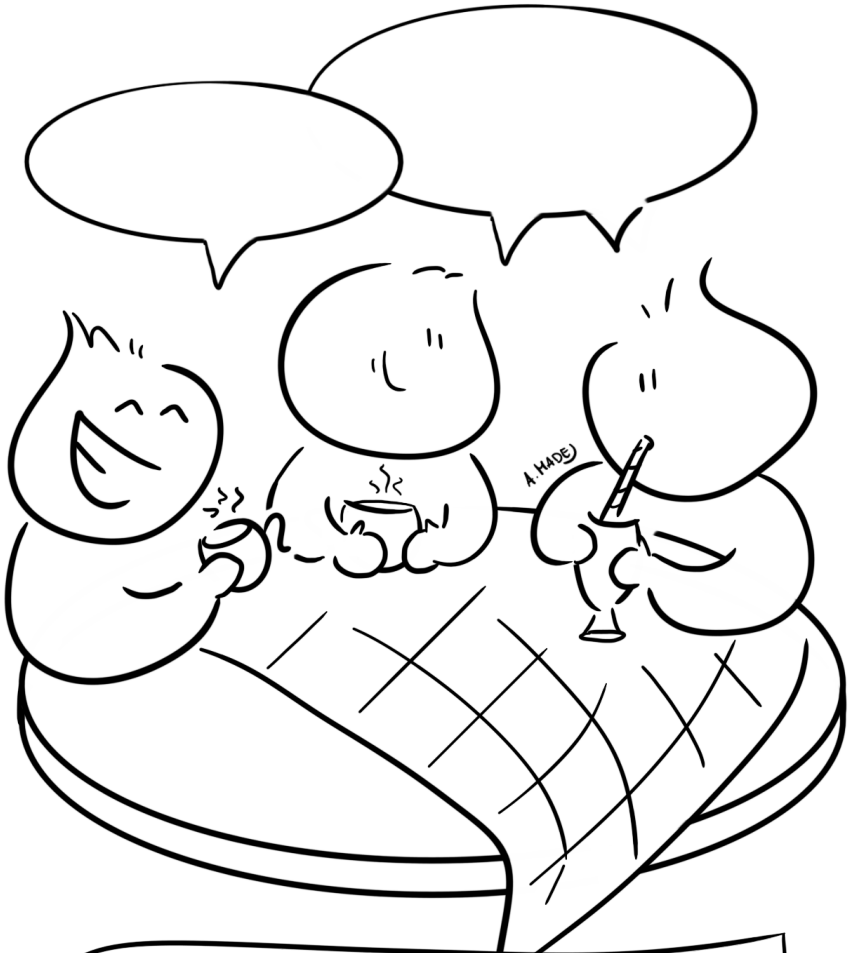
Do activities that gives
you joy

Pay attention to your
roles in the relations
with the others

Be aware of your
impact

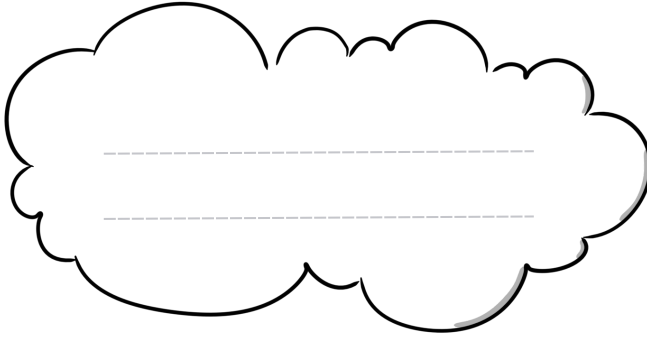
Be active

Find your own
balance between life
domains



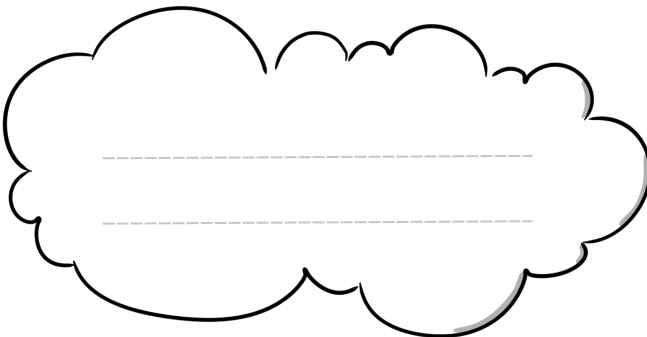
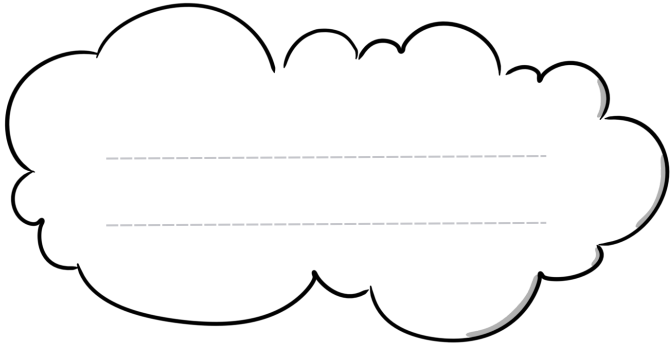
RELATIONAL HEALTH

SELF EVALUATION



Do you sometimes find being in company tiring and overwhelming? If so, in what situations most often?

Are you able to describe what is going on with the person you have been talking to recently?



Are the inconveniences in the relationship that you bring to the other person's attention changing?

WHAT'S MY RELATIONSHIP LIKE?

If you are wondering if the chosen relationship you are currently in is healthy for you, then ask yourself these few questions:

- How do I feel when I'm with this person?
- Am I happy with this person?
- When staying with this person, do I often feel, for example, a sense of guilt, a sense of inferiority, being inferior?
- How do I feel about meeting this person?
- How do I feel after meeting this person?
- Am I pretending to be someone else in my relationship with this person? Why?
- Is what I feel when I am with this person what I want to feel in such a relationship?

Write it down:

- When I am with this person, I usually feel:

• Am I happy with this person? YES NO

• When staying with this person, do I often feel, for example, a sense of guilt, a sense of inferiority, being inferior? YES NO

• How do I feel about meeting this person?

• How do I feel after meeting this person?

- Am I pretending to be someone else in my relationship with this person? YES NO

Why?

Is what I feel when I am with this person what I want to feel in such a relationship? YES NO

On a scale of 0 - 10, indicate how satisfied you are with this relationship (0 - not at all satisfied; 10 - very satisfied)



Which emotions dominate you after this exercise?

satisfaction anger
remorse
pride
sadness shame
other:
joy fear -----

HOW TO LISTEN BETTER?

Do you want your contacts with people to be more satisfying?
To talk better, first try to listen to your interlocutors even better.
Below are examples of active listening techniques. Tick the ones you
already use in interpersonal contacts. For each given statement, add an
example answer using the given technique.

Paraphrase - repeating in your own words what the interlocutor said
(e.g. "If I understand correctly ...")

I spent all last weekend in bed. I'm telling you, this cold has
completely broken me down.

answer:

Encouragement - showing interest in the conversation (e.g. nodding,
"mhhh", "ooo")

I recently went for a walk in the woods. For the first time in my life I
saw a fox so close!

answer:

I didn't expect to get so close. Too bad I didn't take a photo.

Clarification - asking more detailed questions to better understand
what the interlocutor wants to tell us (e.g. "What exactly do you mean
by that?")

I'm thinking of rebranding. I'm fed up with my current job.

answer:

Reflecting - showing the interlocutor that we understand how he feels
(e.g. "I can imagine how difficult it is for you", "I am very happy to
hear that").

I've been having such a hard time lately. It's probably because of this autumn, I don't want to do anything and on the other hand I feel guilty that I don't do anything.

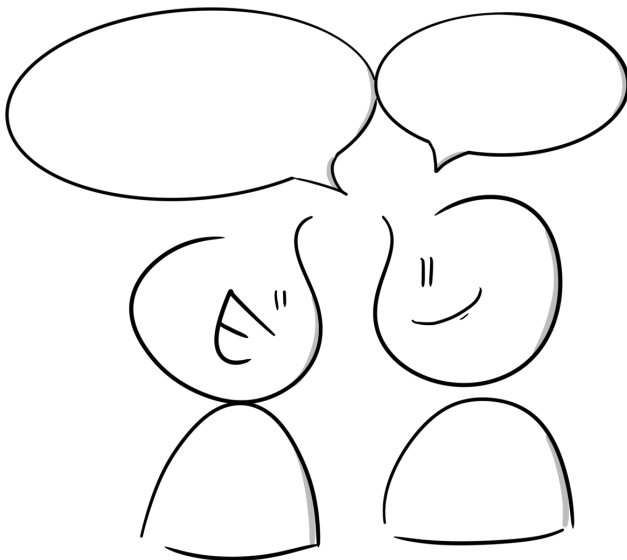
answer:

Appreciation - showing the interlocutor that what he says is important to us and appreciating his efforts (e.g. "Thank you for telling me about it")

I have to tell you something - you're the first person I've told this to. I'm changing my job!

answer:

Done? Cool! Now go ahead and put these techniques to the test! Remember - practice makes perfect.



A BROKEN RECORD - ASSERTIVENESS TRAINING

To take care of yourself and your needs, sometimes you need to clearly define your boundaries. When it comes to defending your boundaries, the broken record technique can help you. The rules of this technique are quite simple. When someone tries to cross your boundaries:

- you don't argue with him
- you're not trying to justify yourself
- you keep repeating your sentence

e.g. A friend tries to take you to a club even though you already have plans for the evening:

- Come on, it'll be fun
- No, I already have plans for this evening.
- Come on, what's wrong with you? I'll buy you a ticket.
- Thanks, but like I said, I already have plans for tonight.
- Oh, you know I won't have a good time there without you, please.
- I'm sorry you won't have a good time there without me. I already have plans for this evening.

Try having this type of conversation with a friend/family member as a fun exercise. Talk together about your observations and feelings after this exercise.



A large grid of small dots for writing, consisting of 20 columns and 25 rows.

OVERCOME YOUR OWN COMMUNICATION BARRIERS

In contact with other people, we can often encounter some communication barriers. What's more - we ourselves can create them without even realizing it.

Look at the examples of communication barriers below, mark the ones that happen to you and write next to them how you use them (examples of expressions).

Criticizing: _____

Assessment: _____

Ordering: _____

Moralizing: _____

Advising (when someone does not ask for advice):

Calming: _____

Distraction: _____

Threats: _____

Making a diagnosis: _____

Now that you know that such phrases can hinder communication, now try to reformulate them into more constructive ones. Consider how you would like to be addressed during a conversation.

Barrier: _____

Wording with a barrier: _____

Constructive wording: _____



A large grid of small dots arranged in approximately 25 rows and 25 columns, intended for writing or drawing.

FEEDBACK

You don't like some behavior (e.g. of your interlocutor) and you wonder how to assertively tell him about it? Try the this technique!

F - fact (describe the situation or behavior that actually occurred)

A - attitude (express your feeling, emotion towards this fact)

E - expectation (express your expectation)

eg Dirty dishes have been lying in the sink since yesterday (Fact). It annoys me that you didn't wash the dishes after yourself (Feeling and opinion). I would like you to wash your dishes on a regular basis, so that we will not run out of clean dishes (Waiting).

Now you - write down example of how you can use the method in giving assertive and constructive feedback:

Fact:

Attitude:

Expectation:

Statement of the FAE:

.....
.....
.....

How do you like this form? Although it may seem artificial at first, over time, when you get used to it, it will become completely natural.



A large grid of small dots arranged in 20 rows and 20 columns, intended for writing or drawing.

TIPS & TRICKS

Avoid communication barriers (judging, giving "good advice") when the other party doesn't ask for it

Show attention and appreciation

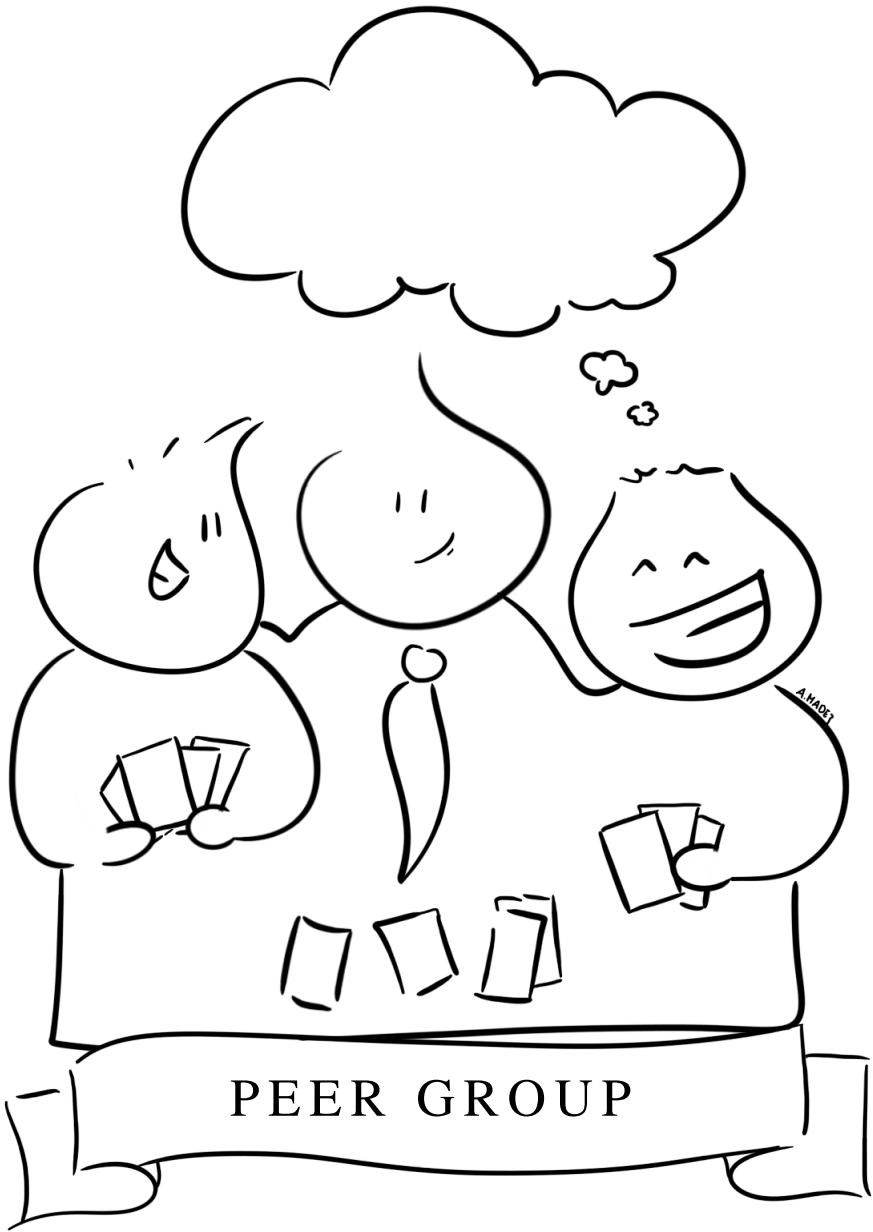
If you are unable to free yourself from an unhealthy relationship, don't hesitate to ask for help

Take care of your boundaries

Remember that the relationship should be cared for

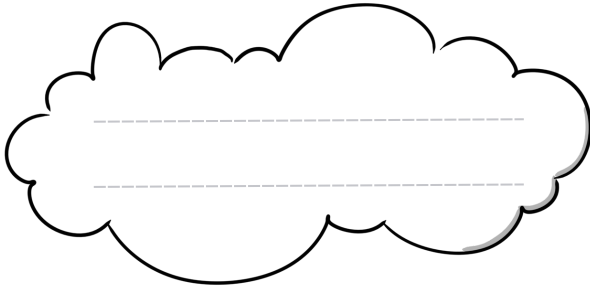
Resolve conflicts together and don't let them destroy your relationship

Learn to give and take



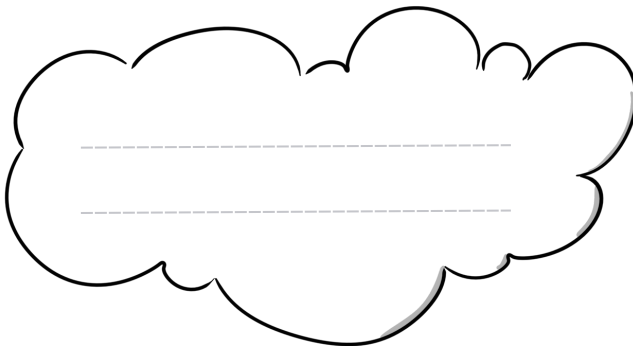
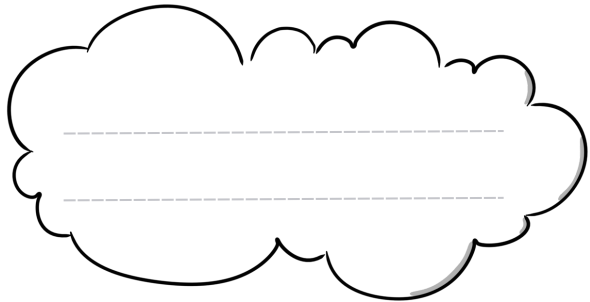
PEER GROUP

SELF EVALUATION



Do you consider friendship an important area in your life?

How much time do you dedicate per week to your friend or group of friends?

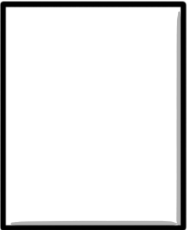


What kind of activities do you usually share with your friends?

INDIVIDUAL IDENTITY

The first step to having a healthy group of friends is to become aware of our individual identity within our peer group.

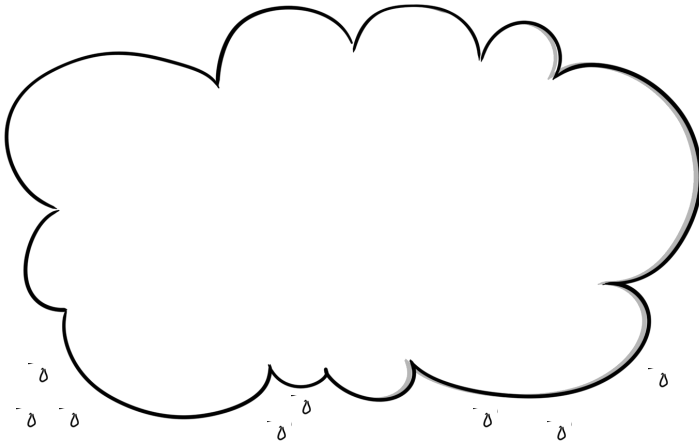
To do this, draw a picture of yourself in the right square of the illustration and then take a few moments to reflect on these questions. This will be your letter of introduction as a friend. It will help you to explore what you know you have to offer and what values are important to you.

Name: _____	
Zodiac sign: _____	
Values that are important to me in a friendship: _____ _____	
Qualities I think I have and bring to my friendships: _____ _____	
Activities or hobbies I like to share with my friends: _____ _____ _____	

WHAT YOU WANT FROM YOUR FRIENDS

The following questions invite you to reflect on your friendships and to analyse what you expect from your friends (e.g. listening to you, keeping your secrets) and what you think they expect from you (e.g. quality time, support in difficult times).

Firstly, draw a picture of your friends.



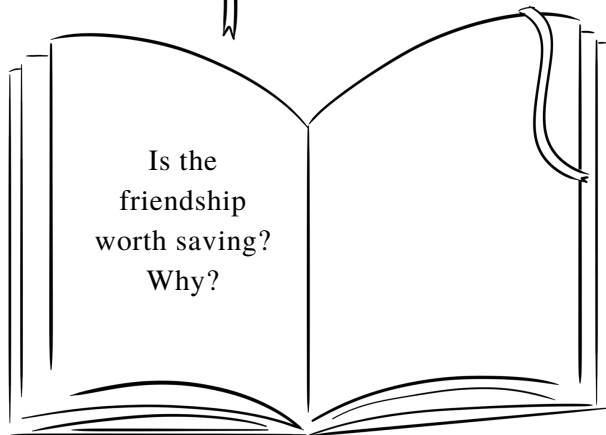
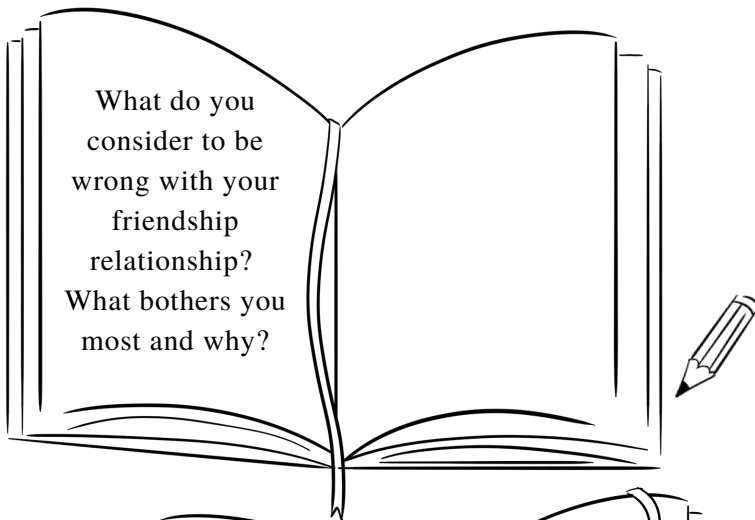
Secondly reflect on these questions.

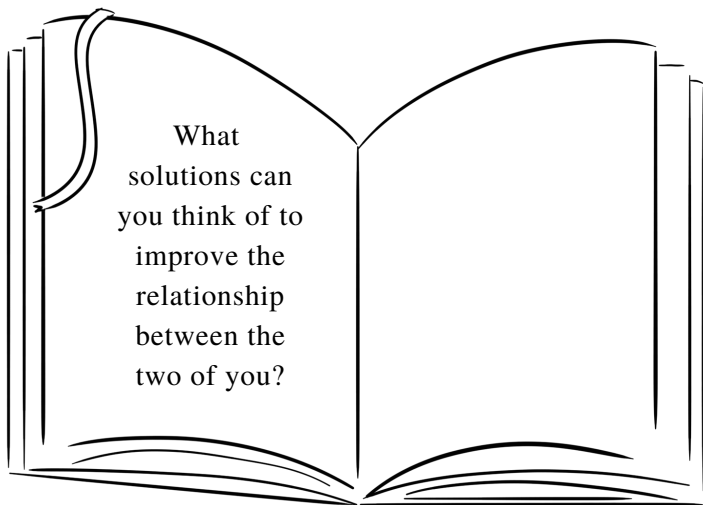
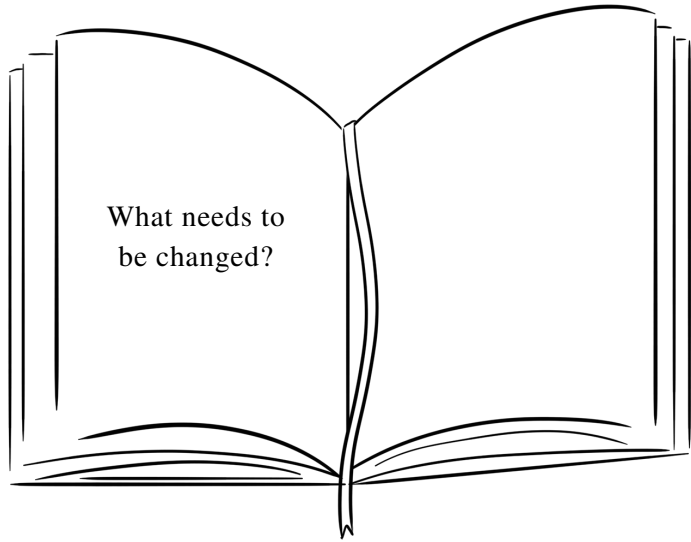
- What do you expect from your friends?
- What do you think your friends expect from you in your friendship with them?
- Is there a difference between what you expect from them and what they expect from you?



IMPROVEMENT POINTS

Once you are aware of what you can bring to your friends and they can bring to you. We are going to offer you a resource to know how to propose changes when something in a friendship is becoming unhealthy or unconstructive. If you want to save a friendship, you have to first see if it is worth saving and then identify what is wrong with the relationship in order to propose changes for improvement. To do this, first reflect on:





PROPOSING CHANGES

After answering the improvement point questions, one of the solutions we propose is a simple exercise to propose changes in an open, empathetic way, without judgement or blame. Try it like this:

I feel _____

(your emotion: disgust, abandonment, sadness, etc.)

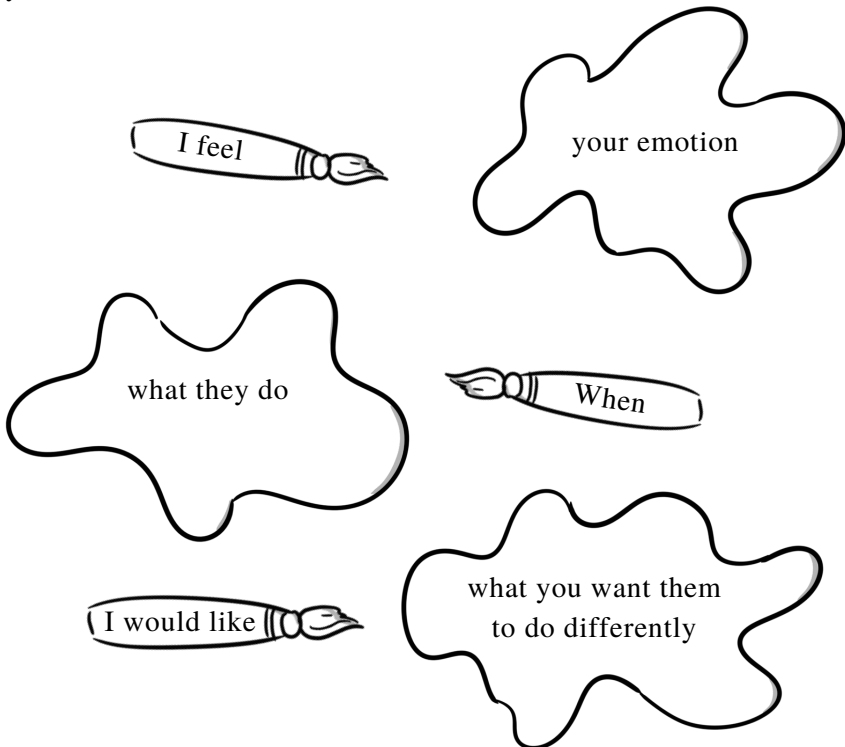
When _____

(what they do: don't invite me places, ignore me)

I would like _____

(what you want them to do differently: include me)

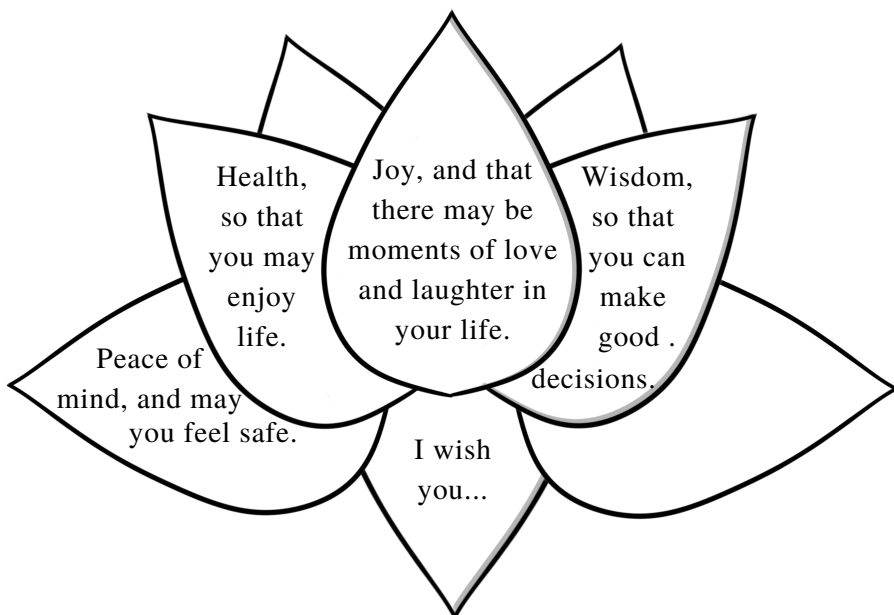
Now, paint the coloured spots with the colours that most represent your emotions after each affirmation.



LOVING KINDNESS OR META MEDITATION

Choose a quiet time when you feel receptive. Sit in a meditation posture, either in a chair or sitting cross-legged with your back straight, and begin to count breaths, breathing in 4 times and out 8 times. When you notice that your mind is more focused on the present do the following:

Think of a friend you love very much and, with their mental image in front of you, repeat these affirmations starting with: “I wish you”



Later, you can extend this exercise by making the same affirmations to:

An acquaintance with whom you interact from time to time but don't have much of a relationship.

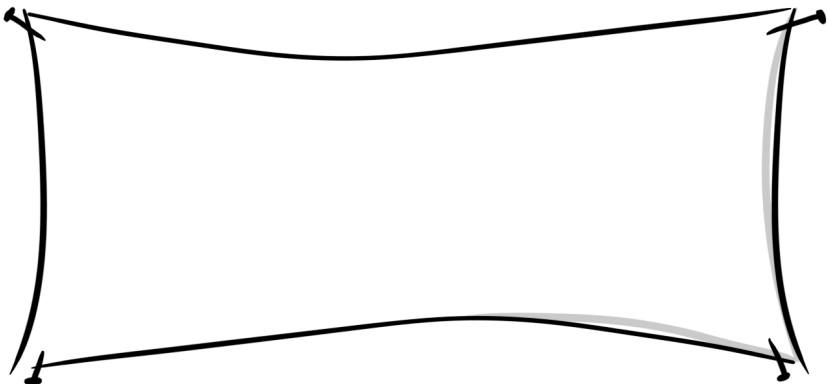
A group of friends, colleagues in some activity you do (training, work, etc.).

A friend who has hurt you and causes you unpleasant feelings.

Finally, you can extend this image to everyone in your city, country or the world, wishing them from your heart the same wishes.

Of course, don't forget to address these affirmations to yourself every day.

At the end, write down how you have felt in this space created for you.



peer group

TIPS & TRICKS

Accept each other's differences

Be prepared to apologise when you make a mistake

Don't intentionally try to hurt others feelings

Don't expect one friendship to meet all your needs

Be honest about your feelings with your friends

Remember that no one is perfect and that everyone makes mistakes

Forgive your friends when they ask for forgiveness

Allow your friends to have different opinions from yours

Don't say you're sorry when you're not

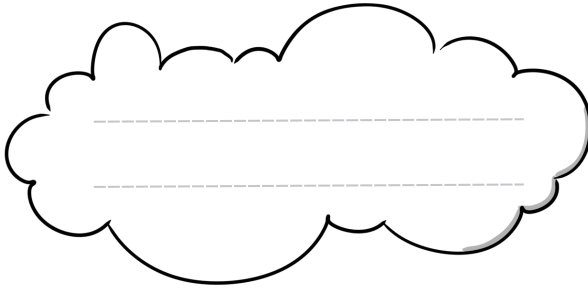
Try to build many different friendships in different areas of your life

Don't say bad things about your friends to others, even when you are angry with them



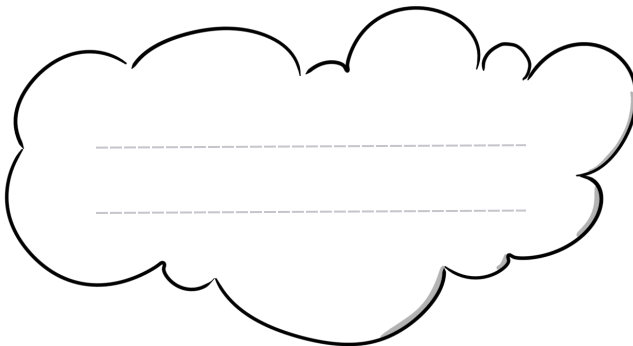
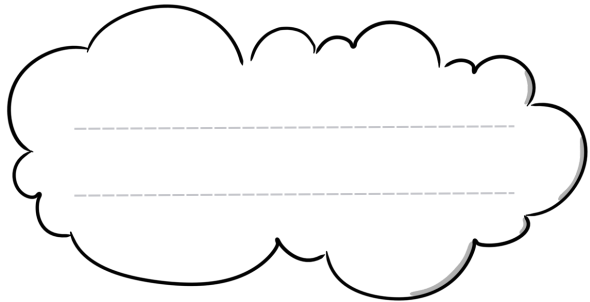
**RESOURCES
MANAGEMENT**

SELF EVALUATION



What means for you
resources
management?

How often are you
thinking on lack of
resources?



What is
important for you
in terms of
resources?

THE INVENTORY

Things that I keep and are important for me because I need them:

- _____
- _____
- _____
- _____
- _____
- _____

Things that I keep, but if I think better, I don't really need them:

- _____
- _____
- _____
- _____
- _____
- _____

Things that I keep because are important for me, emotionally:

- _____
- _____
- _____

- _____
- _____
- _____

Things that I don't have, but I would need:

- _____
- _____
- _____
- _____
- _____
- _____

Things that I don't have, but I would like to:

- _____
- _____
- _____
- _____
- _____
- _____

FINANCIAL PLAN

Month: _____ Income: _____

Expenses:

• Household (rent/ mortgage): _____

• Utilities:

1. _____

2. _____

3. _____

4. _____

5. _____

• Transportation: _____

• Medical/ Health: _____

• Clothing/ cosmetics/ personal hygiene: _____

• Hobbies & Free time: _____

• Personal: _____

• Savings: _____

Conclusion of the month: _____

ME & THE OTHERS - AS RESOURCES

Resources management is not only about money and material resources, but about YOU and the OTHERS!

Complete the following draft: ABOUT ME

How I use it?									
Inner resources/ competencies/ abilities									

Complete the following draft: ABOUT ME & the OTHERS

People with who I connect	What I learn from the relationship?/ How this relation is enriching my life?

MY PERSONAL SPACE

Invest time, energy and resources in creating a nice space for your life!

Complete the following: In my personal space is important to...

Working/ learning space	
Storage space	
Bathroom	
Kitchen	
Living room	
Bedroom	

THE WEEK OF THE ... SOLUTION!

Changes						
WEEK 1 Date:						
WEEK 2 Date:						
WEEK 3 Date:						
WEEK 4 Date:						
WEEK 5 Date:						
WEEK 6 Date:						

PRIORITIES

After reflecting on your resources, in all terms - money, space, relations, objects, energy you spend and gain, it's time for setting up some priorities!

Priorities for the next year!

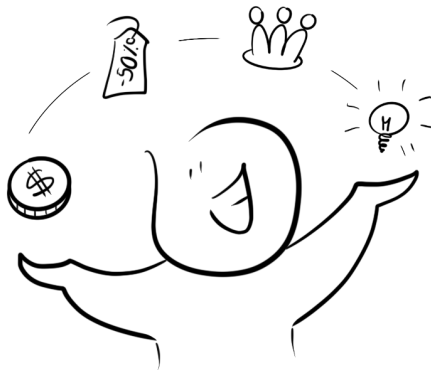
Money I want to earn _____

Money I want to spend per month _____

Objects that I want to purchase _____

Relations that I want to improve _____

Activities that I want to do more _____



TIPS & TRICKS

Keep track of the
resources you have

Manke a monthly
financial plan

Make twice per
year an inventory of
your resources

Be aware of your
non-material
resources

Use daily your
inner resources

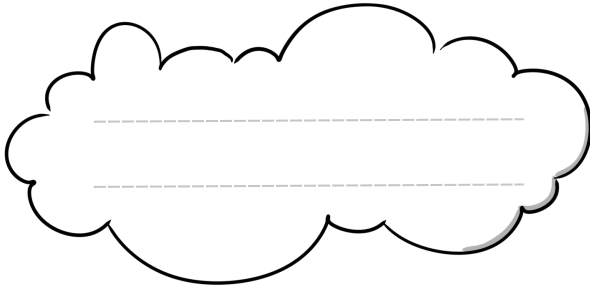
Set priority resources
you want to achieve

Take your own
decisions about
resources management

Pay attention to
everyday
opportunities

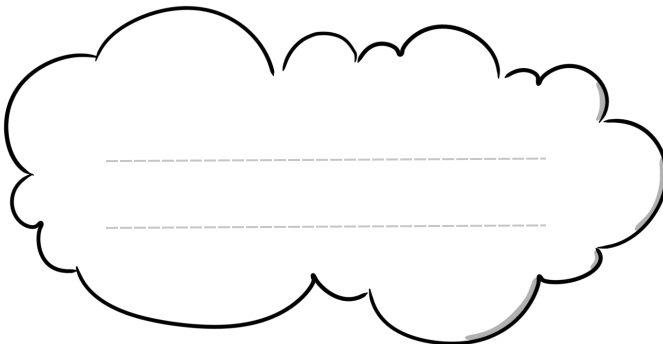
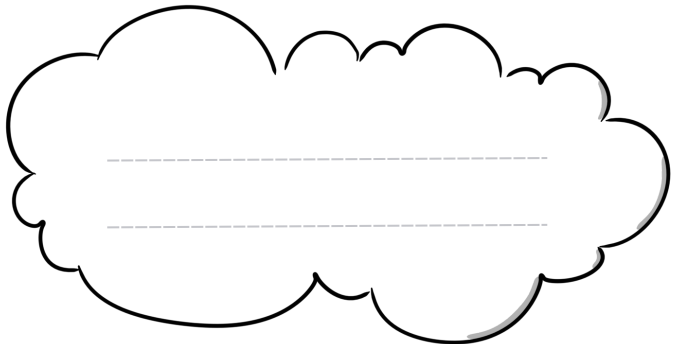


SELF EVALUATION



What is important to you when making a decision?

Which are the steps you follow to make a decision?



Name 5 things you will start & do it today to improve your time management skills.

UNDERSTAND THE TIME

The first task to complete is a self-assessment about time. It is really important to be completely honest with yourself to understand how we are spending our time. Take a look at the following questions and answer them spontaneously.

How many hours do you sleep at night?

How long do you spend checking your phone and social media?

How many hours do you spend on your well-being (doing sports, going for a walk, etc)?

How many breaks do you really need while doing homework?

How many hours can you effectively use everyday?

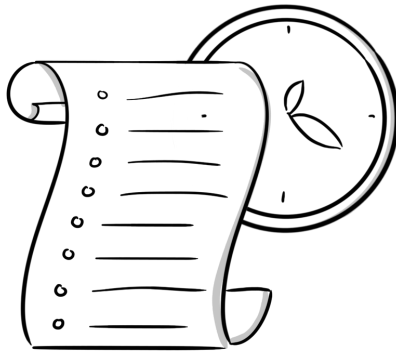
Then write down a list of your daily activities, from when you wake up in the morning till when you go to sleep at night, in chronological order.

List them (work, study, free time, hobby, etc) in the next page.

ALLOCATE TIME TO YOUR DAILY ACTIVITIES

You may realize that you are involved in more activities, tasks, hobbies than you expected. This time you need to focus on how much time you are actually spending on the different daily activities, consequently starting to allocate the time.

Take the list on the worksheet 1 and write the time beside each activity. Time is a limited resource and you need to invest in the best possible way.



Self-assessment:

According to the different answers:

Do you think you have a good balance between study and leisure time?

What would you like to change about your daily schedule?

DEFINE AND ANALYZE YOUR TIME-WASTERS

Everyday we may face several obstacles that affect our daily activities. Which ones do you need to control better? Which are the obstacles to increasing your productivity?

Think of them for a while. Write some concrete examples beside the obstacles that you realized are the most likely ones to waste your time



Social media



Multitasking



Unnecessary meeting



Checking emails



Internet



Stress

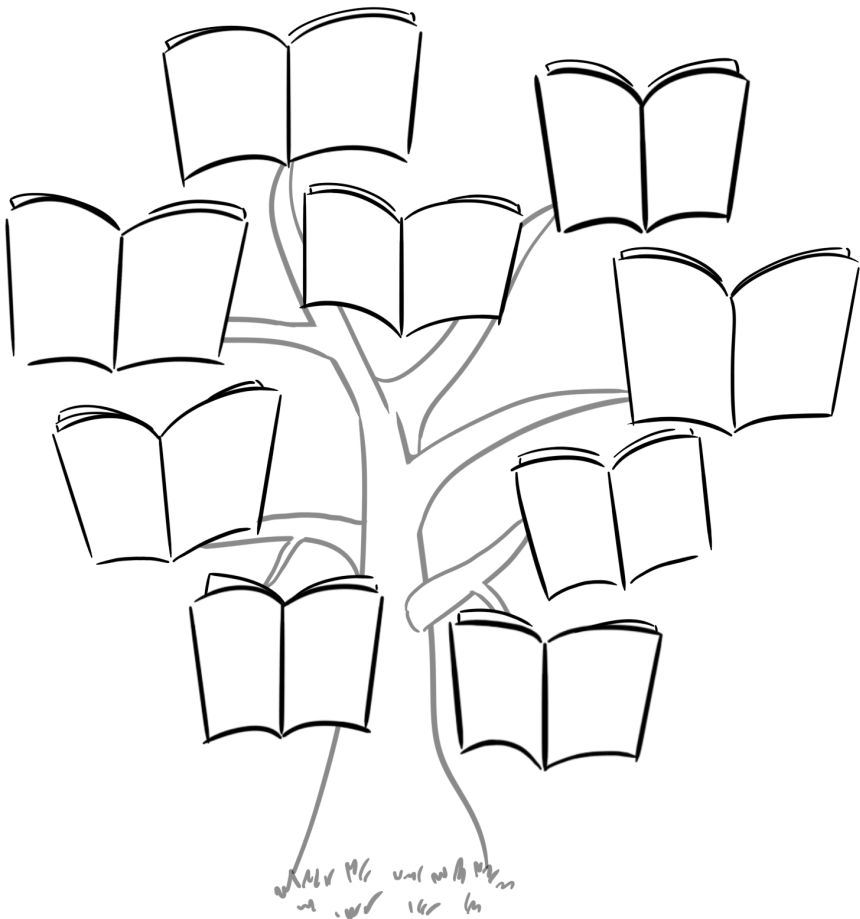


Other

MAKE A REASONABLE TO-DO LIST

Now that you have a clear understanding of your daily activities, the time you spend on them as well as your time-wasters throughout the day, you can write down a reasonable to-do list.

Create one to-do list for one day, remembering to consider your wellbeing as a key aspect through the whole process. Write down the different activities in the leaves of the tree:



EXPERIMENT THE POMODORO TECHNIQUE

To increase our time management skills, a good option is to try some techniques, which can help us significantly. Time management field offers many different tools and techniques that can be experimented. Let's take a look at the one called "Pomodoro technique".

The Pomodoro Technique is a time management method based on 25-minute sessions of focused work interrupted by 5-minute breaks. Each work interval is called a pomodoro, the Italian word for tomato (plural: tomatoes), since it was the Italian Francesco Cirillo who created the Pomodoro Technique in the late 1980s, when he was a university student and used a timer tomato-shaped kitchen pad to organize his study time.

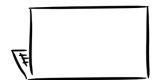
Ready? Steady? Let's go!

Step 1. Pick a task



Step 2. Set a timer for 25 minutes

Step 3. Work on this tasks till the time is over



Step 4. Take 5 minute-break

Step 5. Repeat this cycle for 4 times



TIPS & TRICKS

Set achievable goals and
prioritize your tasks

Find out where you are
wasting your time

Plan your week
on Sunday

Learn how to
delegate

Set reminders for all
your tasks

Block out
distractions

Set a time limit for
your homework

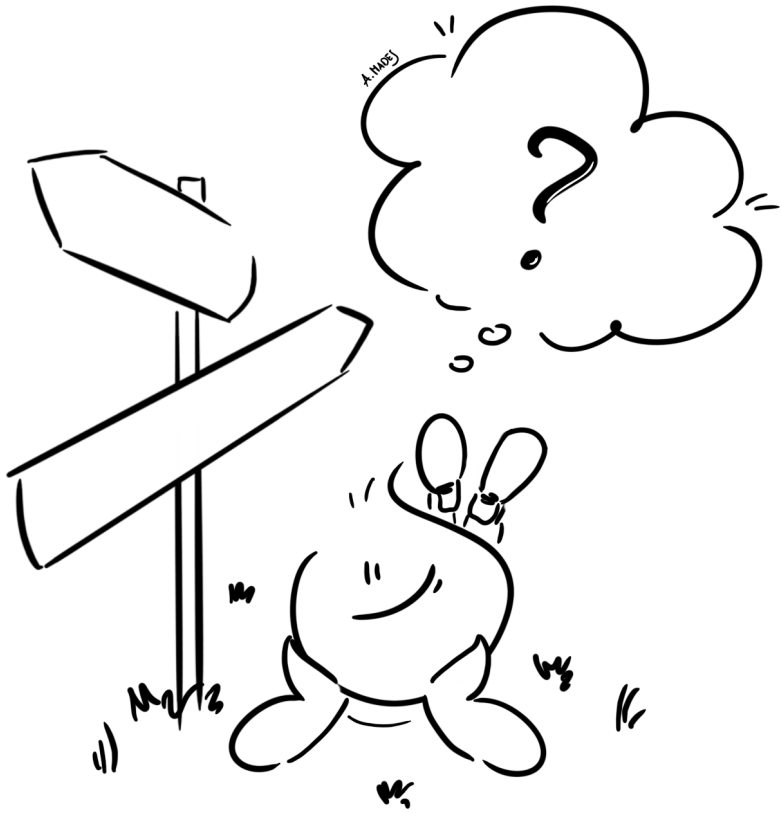
Take advantage of the golden
hours or biological prime time

Establish
routine

Create a
schedule

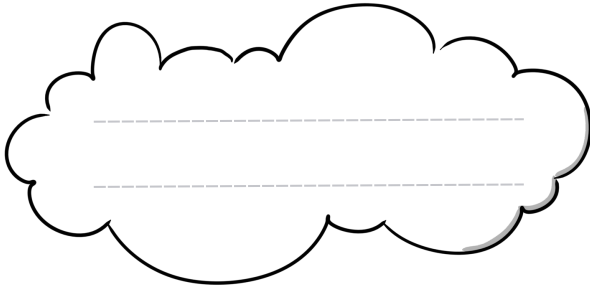
Try time management
techniques

Prioritize
wisely



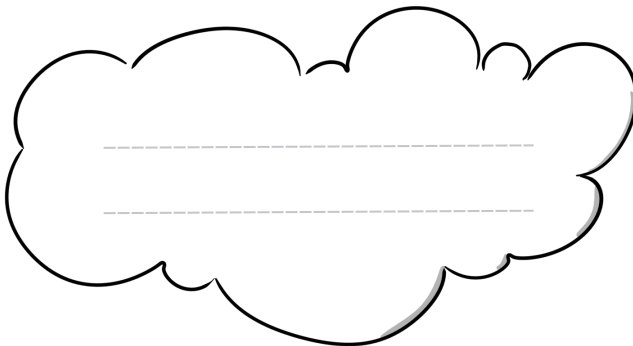
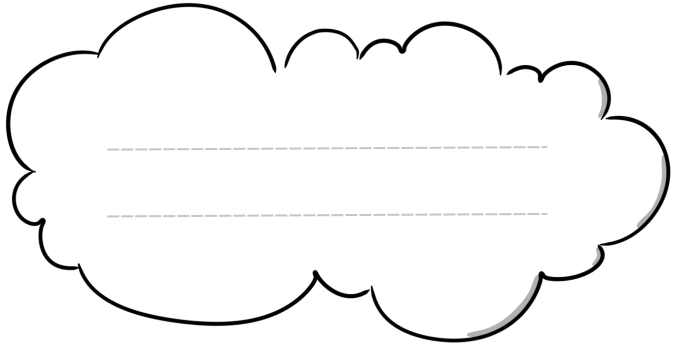
DECISION MAKING

SELF EVALUATION



What is important to you when making a decision?

Which are the steps you follow to make a decision?

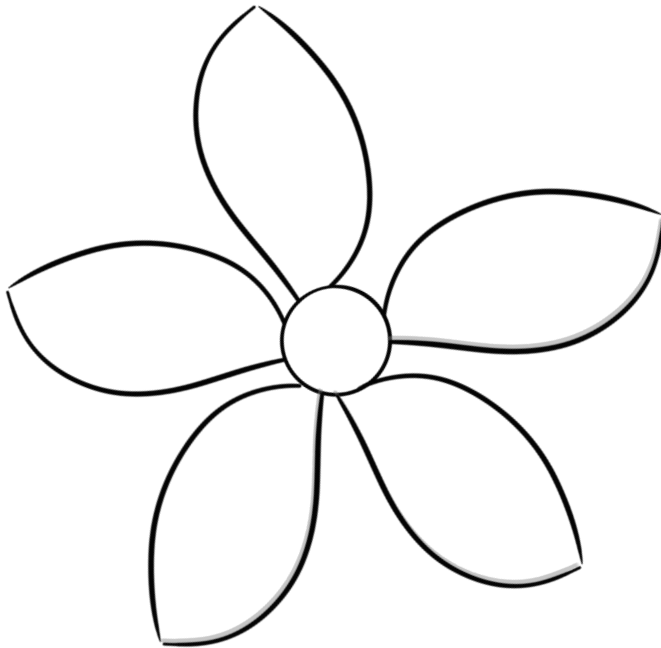


Are you inspired by any decision making style approach/theory? Could you relate to any of them?

IDENTIFY THE MOST IMPORTANT DECISION

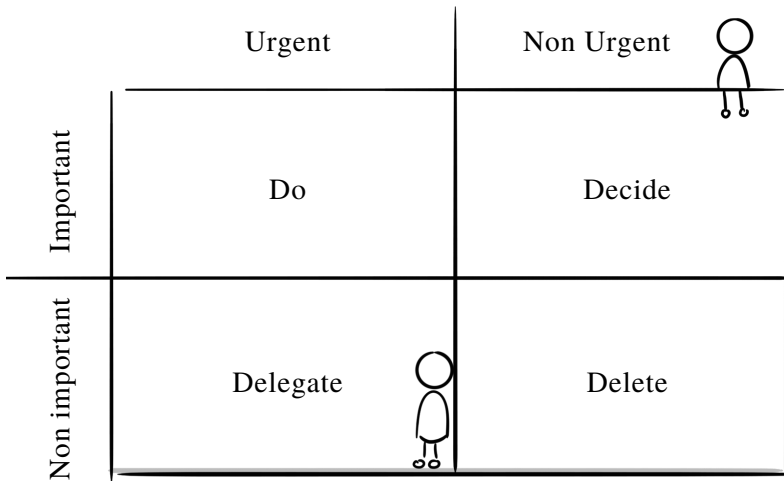
How many decisions are we taking everyday? Basically every minute we make plenty of decisions, both consciously and unconsciously. It is time to think of 5 decisions you need to make in the next few weeks, trying to clearly define their nature.

Write down your 5 decisions you need to make. You can write each decision down in a leaf.



Why did you choose them? Why do you need to make this decision?

Think about all the decisions you need to make and place them using the Eisenhower Matrix:



Then please choose the one which is most urgent and important, according to the matrix:

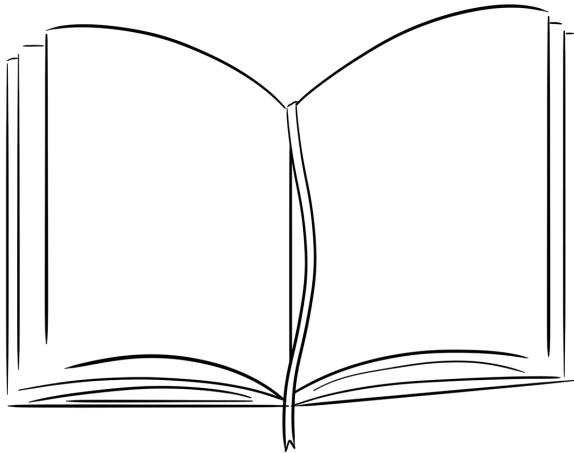
GATHER RELEVANT INFORMATION

You have just got the most important and urgent decision. How to make it? Firstly, it is really important to gather some relevant information. What information do you need? You can fill in this diary by writing down a list of information that you absolutely need to make your decision:

For example, you are planning your approaching exam session and don't know which one to prepare first and how to organize your exams.

What kind of information do you need/may help you to answer your doubts?

- The dates of the different exams, to plan which ones to take before and which ones after
- All the materials that you need to study, to evaluate the time necessary for an effective preparation, etc



You realize you need to find all the information in order to make your decision. Where do you usually look for the information you need? Think of which are your best/favorite sources, and complete the table below:

Talking about the previous example:

Where do you find the information about the materials you need to study?

In the website of your school/University, asking to your professor, etc (go and ask, even if seems easy and fast, has to be done and can be very helpful)



Self Assessment



Online



Books



People



Others

IDENTIFY AND ANALYZE THE ALTERNATIVES

After collecting information, now you are wondering how to properly use them. Indeed, there are several directions you can take. In this step, you will list all possible and desirable alternatives, in the provided diary:

Talking about the example of worksheet 2:

You have discovered that you have a 400-page-book to study as well as a group work to take, and the first opportunity to do the exam is within 1 month.

Do you think it is realistic to stick with this option or would be better to postpone it and maybe focus on another one?

Now it is time to deeply think of your emotions. If you choose one option, you will experience certain feelings. For each alternative, write beside the heart how you would probably feel after taking this decision. Evaluate whether the need identified in the Worksheet 1 would be met or resolved through the use of each alternative: you will begin to prefer certain alternatives (those that seem to have a higher potential for reaching your goal)

♥	_____
♥	_____
♥	_____
♥	_____
♥	_____

EVALUATE THE ALTERNATIVES

Now, considering their potential and the impact they may have on you, make an evaluation of the alternatives, placing them in a priority order (according to your preference and values).

After considering many aspects of your alternatives, it is time to put them into a chart.

- 1
- 2
- 3
- 4
- 5

Write all the advantages and disadvantages of each alternative (pros and cons):

1	Pros	Cons

2	Pros	Cons

.....
.....
.....

.....
.....
.....

3

Pros

Cons

.....
.....
.....
.....
.....

.....
.....
.....
.....
.....

4

Pros

Cons

.....
.....
.....
.....
.....

.....
.....
.....
.....
.....

5

Pros

Cons

.....
.....
.....
.....
.....

.....
.....
.....
.....
.....

CHOOSE AMONG ALTERNATIVES AND EVALUATE YOUR DECISION

Select the alternative that seems to be the best one for you. Please consider the results of your decision and evaluate whether or not it has resolved the need you identified in the Worksheet 1. If the decision has not met the identified need, you may want to repeat certain steps of the process to make a new decision.

Did your final choice solve your need (please look at Worksheet 1)?

Would you like to repeat the steps?

If you could repeat it, would you like to change something?

Three things you will bring with you from this exercise:

TIPS & TRICKS

Go for a walk on the beach or in the park

Attend a yoga or meditation class

Weigh pros and cons

Set deadlines

Give yourself some time

Go out all together with friends

Evaluate your choices and learn from this process (for your future)

Analyze the urgency and the importance of each decision

Always take into consideration your goals and values

Reduce your stress

Don't overthink

Take care of yourself

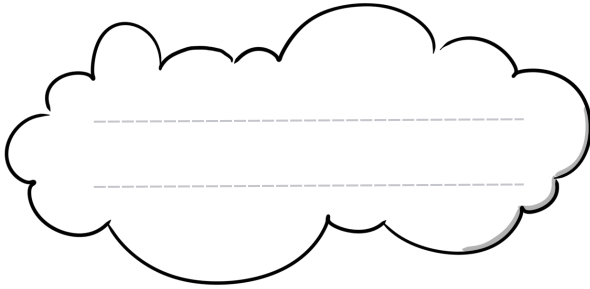
Consider all the possibilities

Keep trying and experiments



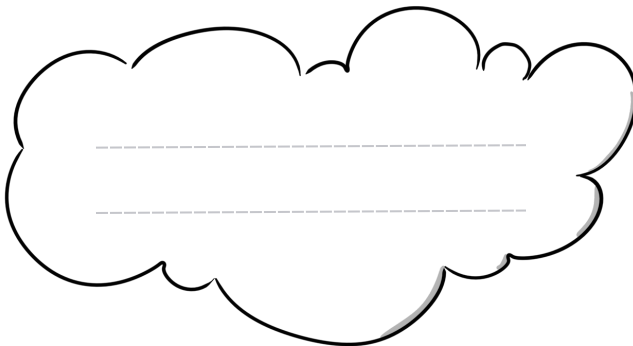
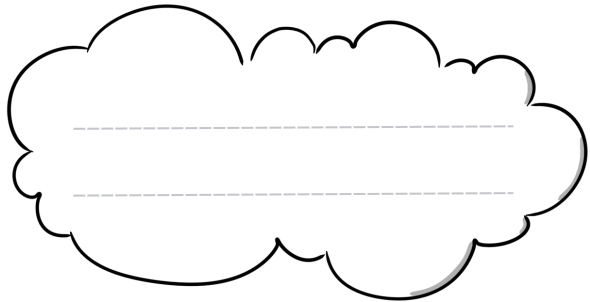
CAREER PLANNING

SELF EVALUATION



Does taking a permanent job stress you out or excite you?

Are you in the habit of taking the time to plan your future career and take steps toward its fulfillment?



What is the character trait that those around you notice most quickly or most often in you?

IDENTIFY YOUR DREAM JOB

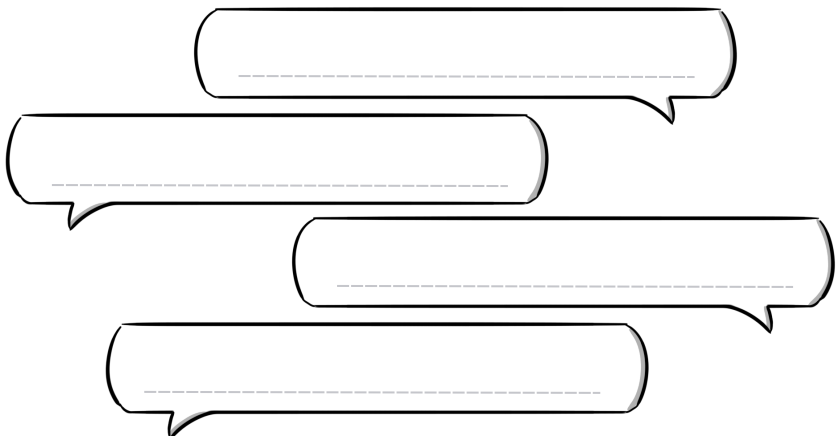
The first step to getting your dream job is recognizing what really makes you feel happy and fulfilled. You will work day by day, taking into account all the challenges and obstacles, so you should truly love the position you will work in, and the skills you will use should bring you joy.

Think about what makes you feel happy and fulfilled:



Your personal values are the core beliefs or ideas that are the most important to you. Identifying your personal values can allow you to really focus on what you are passionate about in your career.

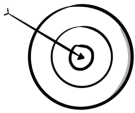
Identify your personal values and ideals:

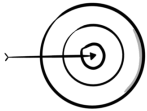


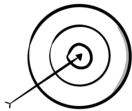
PERSONAL GOALS

Personal goals can motivate you to choose a particular career option or an educational option that could become your dream job. Writing down personal goals forces you to self-reflect and think about what activities or moments are meaningful to you.

Write down your personal goals:







Write down your dream job:

A large, irregular, starburst-shaped outline with a jagged, scalloped border. Inside the shape, there are two horizontal dashed lines for writing.

SWOT ANALYSIS

Write down your strengths, weaknesses, opportunities and threats.
Try to look at yourself as objectively as possible.



STRENGTHS	WEAKNESSES
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

OPPORTUNITIES	THREATS
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

SKILLS

Now that you are aware of the skills you can and need to improve, identify the skills required for your dream job - fill in the left column.



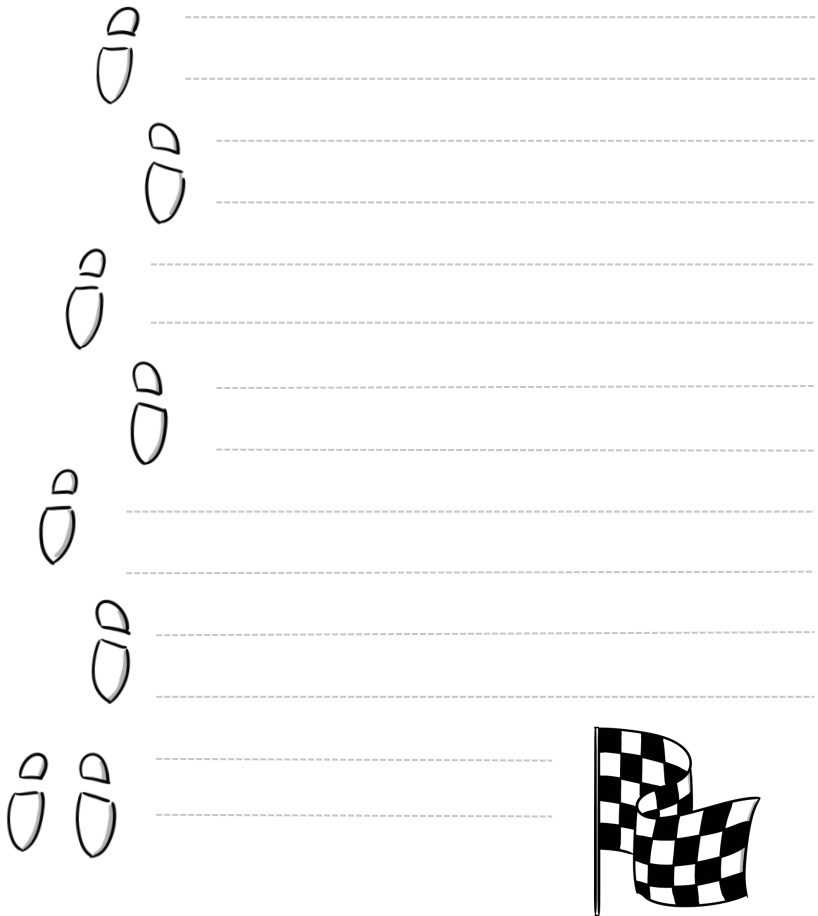
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<input type="text"/>	→	<input type="text"/>
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Now think and find a way to get those skills. It can be an online course, training, studies, internship, youth exchange - fill in the right column.

SMALL STEPS

Every little step can lead you to something big. Now you can take a holistic view of what you have already done and make a step plan for your dream career. Don't forget to set them in time.



The form consists of a staircase graphic on the left side, with each step represented by a pair of footprints. The footprints are arranged in a diagonal line from the bottom left to the top right. To the right of each pair of footprints are two horizontal dashed lines for writing. At the bottom right of the staircase is a checkered flag on a pole.

TIPS & TRICKS

Take responsibility
for your decisions and
actions

Set your goals and
tasks that will help you
achieve them

Get to know yourself,
your interests and
dreams

Get to know the
professions and
the job market

Learn for yourself and
enjoy learning - set yourself
up for development

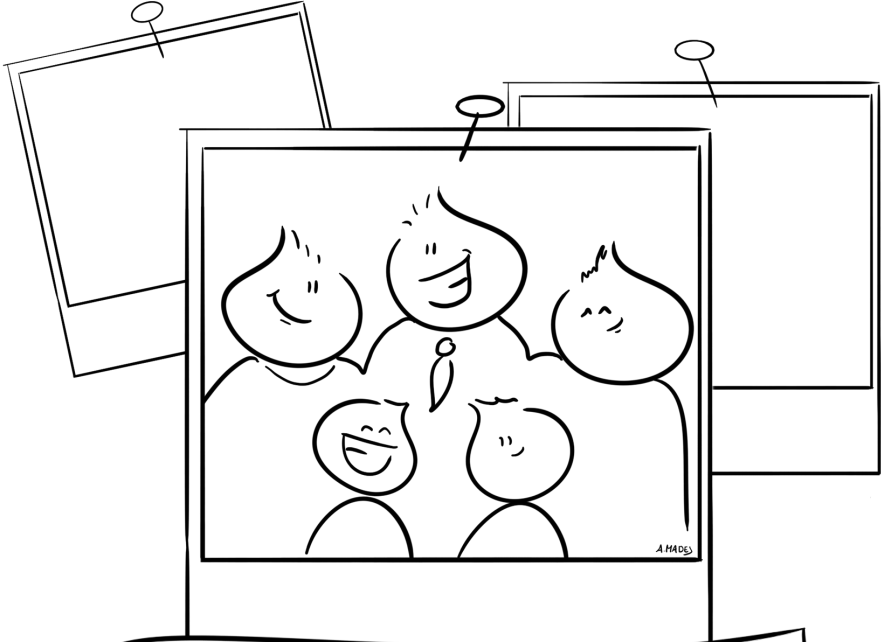
Test yourself in various
fields and choose the profession
that is most suitable
for you

Honestly assess your
strengths and weaknesses using
the SWOT analysis

Confront your preferences and
possibilities with professional
areas and the job
market offer

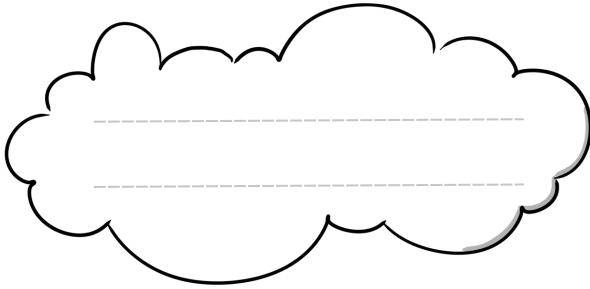
Talk openly with the adult
guardian: listen to what he has to
say, but also remember to
express your own opinion

Choose
consciously



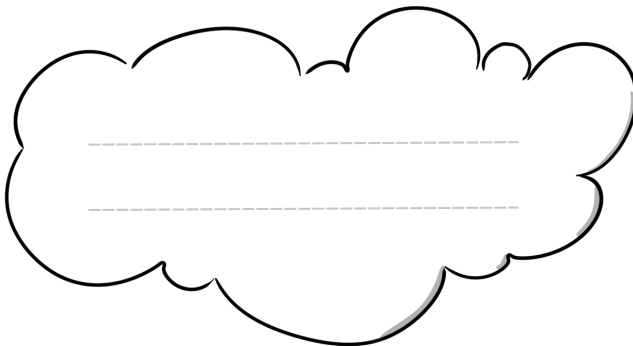
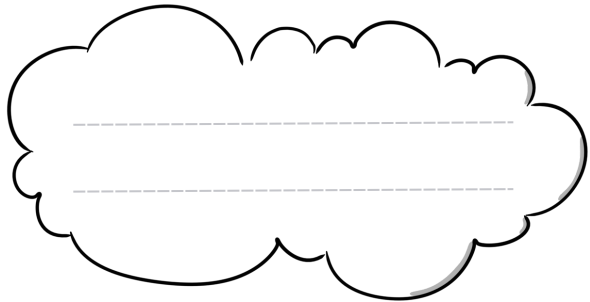
FAMILY

SELF EVALUATION



Do you consider the family an important area in your life?

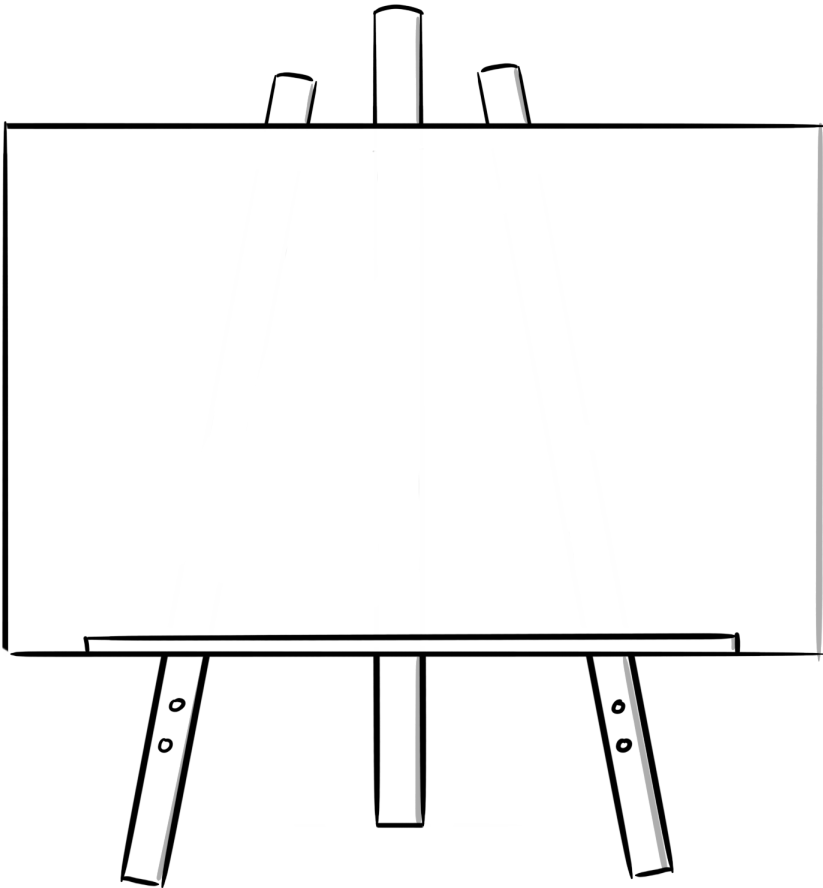
How much time do you devote per week to one member or the family as a whole?



What kind of activities do you usually share with your family or those you consider your family?

MY FAMILY

Imagine that you are approached by an artist who wants to create a masterpiece about your family. To do this, think about the idea you have of what you think your family is like and make a first sketch on the canvas of all those characteristics that you consider significant so that the artist can reflect them in his work as realistically as possible.



WHAT I SEE IN YOU

Now that we have a broader picture of the family as a whole, let's take a closer look at each of the family members. To do this, put the name of each family member in the photo frame on the left and write some of their good qualities and strengths in the frame on the right.



Reflect on which of these strengths and good qualities you think you have already learned from them, and which ones would you like to learn in the future?



A large grid of small dots for writing, consisting of 20 columns and 25 rows.

RECEIVING

Sometimes the pace of our lives prevents us from spending as much quality time as we would like with the different members of our family. A good idea to spend more quality time is to be open to learning something new from what one of them can teach us. To do this, make a list of all the activities that you could learn or share with a family member or with the whole family.

Now, try to do one activity from the list at least once a week. It could be anything from making a simple recipe to learning how to fix a radio. The idea is to build on the knowledge they have that can enrich you on many levels.















A large grid of small dots arranged in 20 rows and 20 columns, intended for writing or drawing.

GIVING

Now start from your own qualities, yes, the ones you know you have, and make a list of the things you enjoy the most or that you think you could teach a member of your family or the family as a whole. This could be anything from an outing to somewhere you enjoy to activities to do at home such as watching a movie, sports, arts and crafts, games, etc.

Remember that spending quality time and having fun is very important for a healthy family.













AWARENESS AND GRATITUDE

After sharing various activities with your family, reflect on them:

- What have you learned through them?
-

- What do you think you have taught them?
-

- How did you feel about sharing this quality time?
-

- Do you think these activities have improved the family climate/relationship with each of its members?
-

Finally, dedicate some space to gratitude, keeping in mind all the opportunities that life brings us every day. To do this:

- Find a relaxing position and breathe deeply.
- Bring to your mind those moments you have shared with your family members.
- Be mentally grateful for those moments and allow that feeling to move into every part of your body.
- Bring gratitude into your heart, breathe and open your eyes slowly.

TIPS & TRICKS

Acknowledge and appreciate
all the things they have done
for you

Spend quality time with
family members

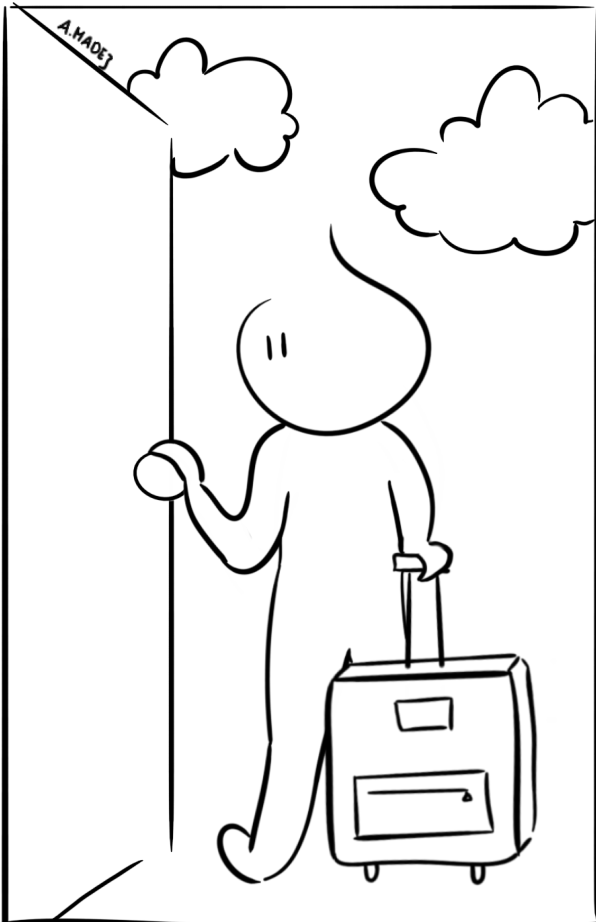
Be aware of your value to
other family members

Be open to learn and share
new things with them

Have fun with them and break
the monotony from time to
time

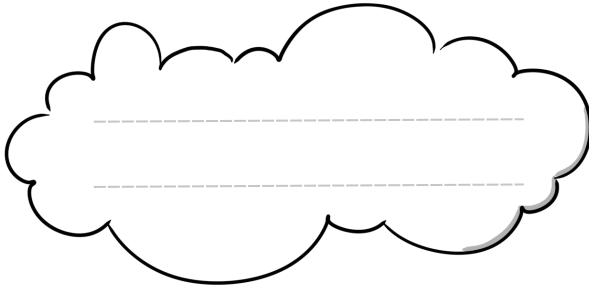
Give thanks for all the
qualities and strengths they
have taught you

Remember that there are many
models of family and ways of
understanding it



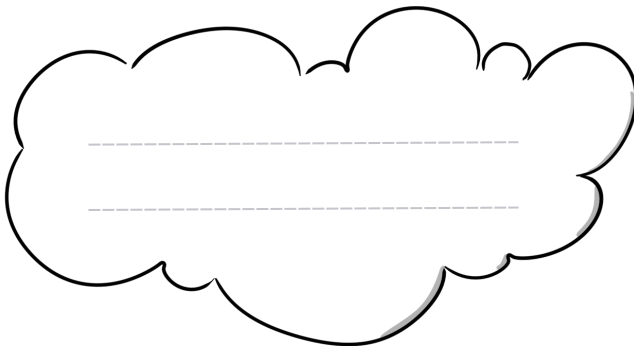
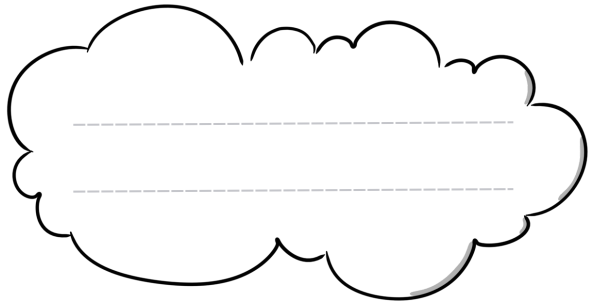
LEAVING HOME

SELF EVALUATION



Do you usually ask for help or do you prefer to do everything by yourself?

Are you able to balance your time among daily-life, social life and academic life?



How much money do you usually save for any contingencies?

MY NEW ROUTINE

To plan a healthy daily routine is an effective way to build consistency in your independent life and a good practice to manage your time.

Cut the icons below or draw new ones and organize your healthy daily routine by sticking them upon the table. Consider leaving free time to relax. You can put a maximum of two activities per moment of the day and remind to keep time for taking care of your new home!

	Morning		Afternoon		Evening	
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						
Sun						



A large grid of small dots for writing, consisting of 20 columns and 25 rows.

BUDGETING

Plan your budget for the moving process itself and for the different items you will need once you've moved.

Begin by grouping your planned expenses:

The image shows three thought bubbles arranged horizontally. The first bubble is labeled 'Needs' and contains an illustration of a spoon, fork, and knife. The second bubble is labeled 'Wishes' and contains an illustration of a popcorn bucket. The third bubble is labeled 'Emergency' and contains an illustration of a life preserver. Below each bubble is a vertical dashed line extending downwards.

Write below weakness and strength of your plan, one month later:

A large rectangular box with a double-line border. Inside the box, there are two horizontal dashed lines, one near the top and one near the bottom, providing space for writing.



A large grid of small dots for writing, consisting of 20 columns and 25 rows.

EMOTION GARDENING

Leaving home is also an emotional process and experiencing stress is part of it. A certain level of anxiety is normal and can even be a productive motivator. Try to use this anxiety to your advantage by focusing on what in particular is concerning you and thinking about how you can resolve the problem.

Write on the left side of the page those unhelpful thoughts that make you sad or scared, followed by an activity that relaxes you and keeps you busy on the right side of the page.



Sometimes I feel scared
when I am alone...

I like to play my guitar when
I am alone at home...



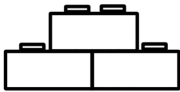


A large grid of small dots for writing, consisting of 20 columns and 25 rows.

BRICK BY BRICK

Busy days and tricky assignments could happen when you live on your own, learn how to manage these situations and never forget the importance of asking for help and that you have family and friends that can support you.

Write near the construction of bricks the thing that concerns you. Now break it down into manageable single bricks and write near each brick the single action to address them individually. If addressing them seems overwhelming or too difficult for you to resolve, ask a family member or friend for help. Start with simple tasks and assign them to a person that might help you. Write his/her name near the action.





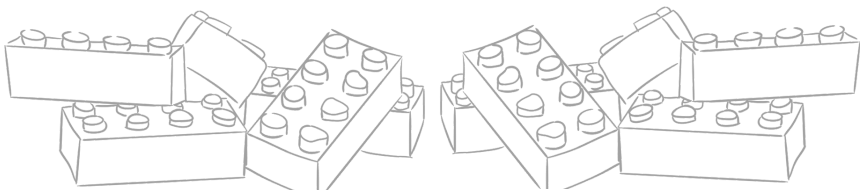














A large grid of small dots for writing, consisting of 20 columns and 25 rows.

RECHARGING COMMUNICATION

When you leave home, poor communication with your family or friends could generate misunderstanding and frustration. You will be surprised of how regenerating is to communicate better with others and to express your own feelings and needs. Explore and improve your relationships with others through communication by filling the assertive sentences below:



I believe ...



I feel ...



I would prefer ...



In my opinion ...



What is most important to me is ...



What I would like ...



So, what are you saying is

...



My feelings ...



I respect your opinion and

...



A large grid of small dots for writing, consisting of 20 columns and 25 rows.

TIPS & TRICKS

Be open to new experiences

Create a routine

Face your fears

Set small goals

Do something for yourself
every day

Track your achievement

Save time to meet family or
friends

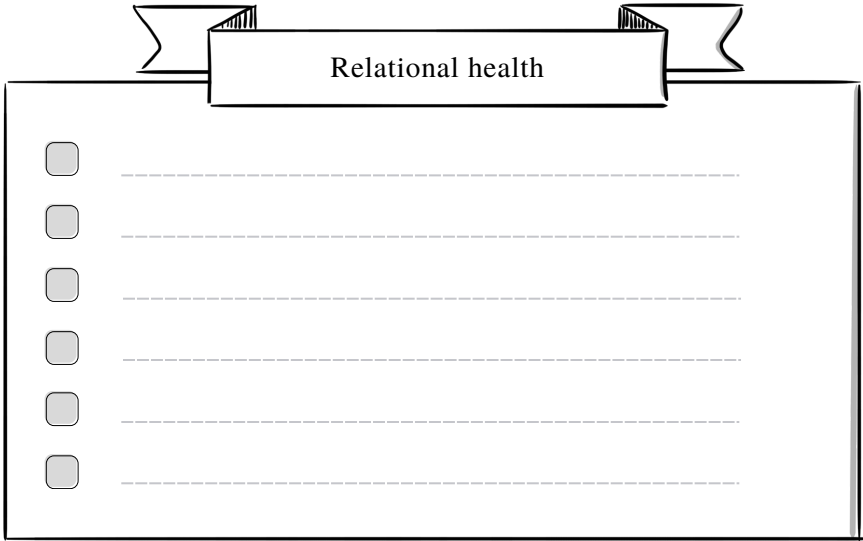
Improve your cleanliness and tidiness

Plan your expenses

Defer judgments

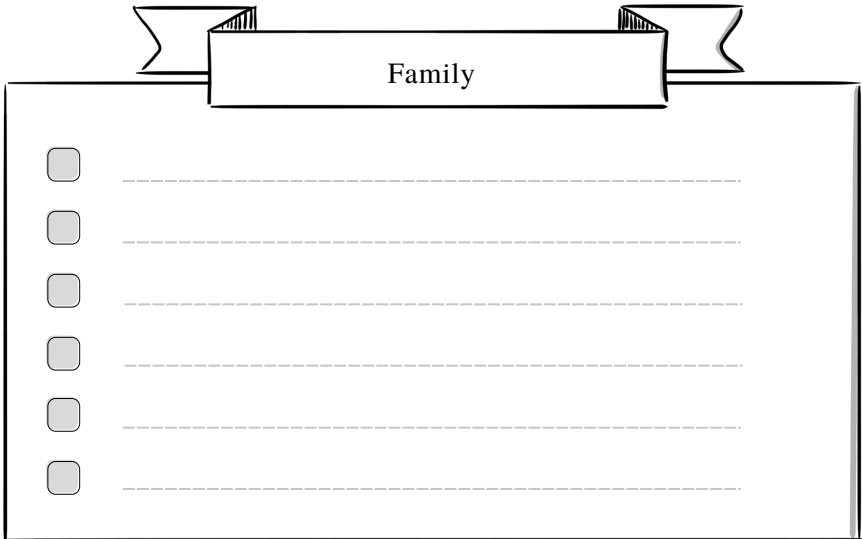
MY FUTURE PLANS

Have a courage to write your own bestseller for the future.
Write here your future plans for each of the chapters of your life.



Relational health

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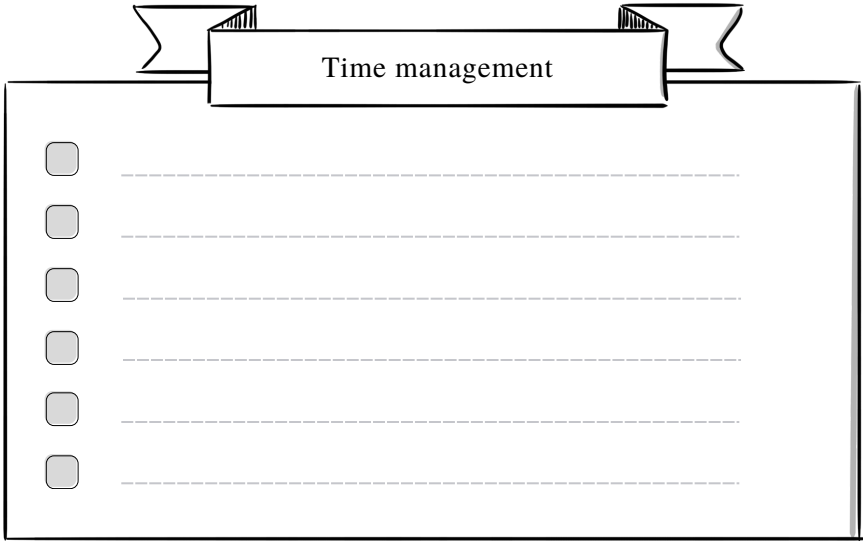


Family

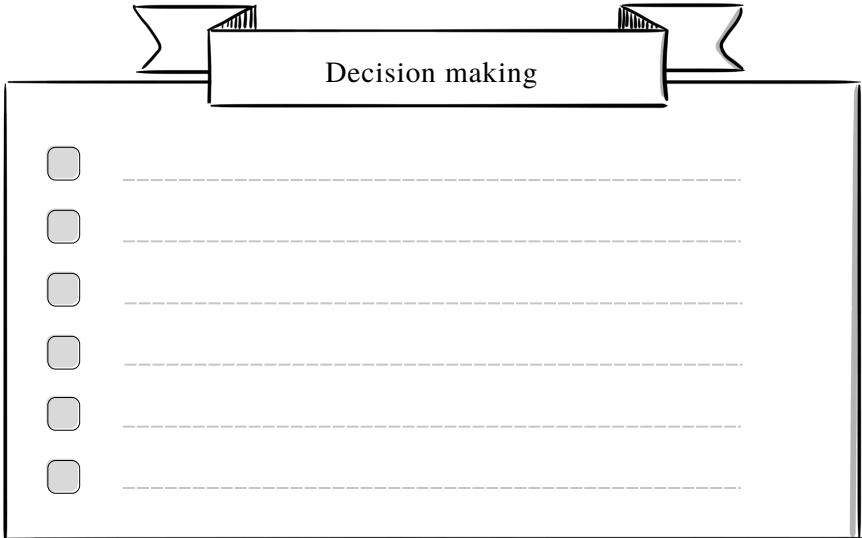
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MY FUTURE PLANS

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Write here your future plans for each of the chapters of your life.



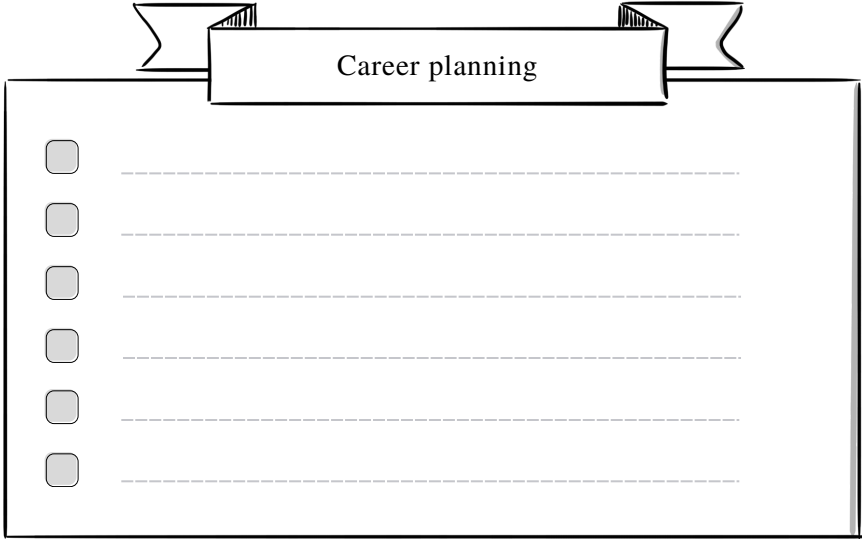
A rectangular form with a ribbon header at the top. The ribbon contains the text "Time management". Below the ribbon, there are six rows of horizontal dashed lines for writing. Each row begins with a small, light-gray square checkbox on the left side.



A rectangular form with a ribbon header at the top. The ribbon contains the text "Decision making". Below the ribbon, there are six rows of horizontal dashed lines for writing. Each row begins with a small, light-gray square checkbox on the left side.

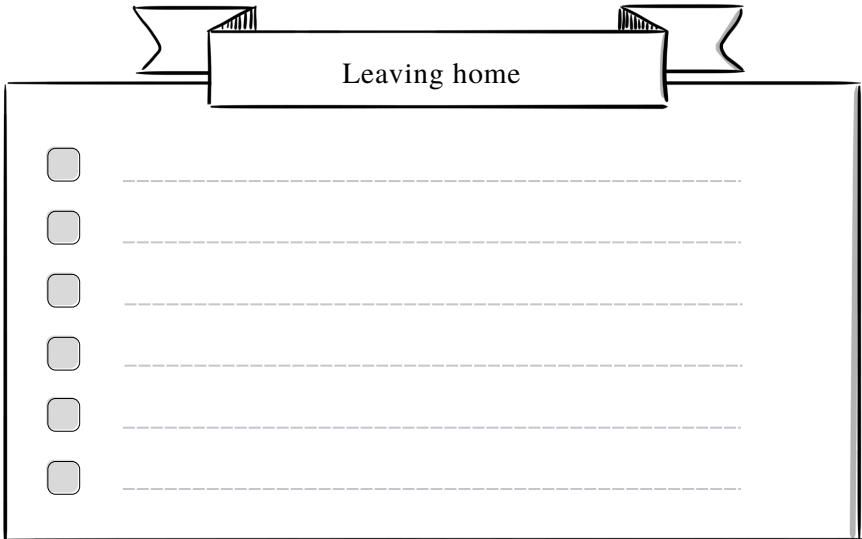
MY FUTURE PLANS

Have a courage to write your own bestseller for the future.
Write here your future plans for each of the chapters of your life.



Career planning

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Leaving home

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STICKERS



STICKERS



Read "The Book of Life" Manual!



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