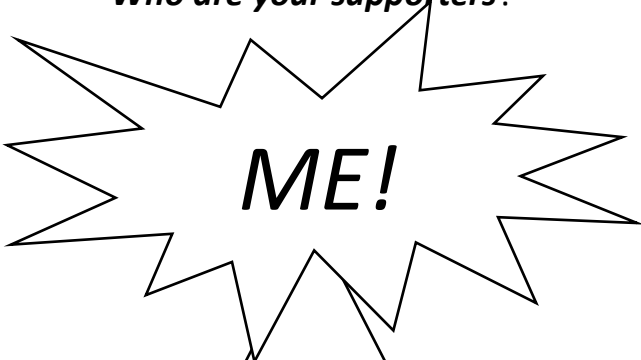
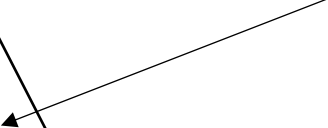


Surround Yourself with Supportive People

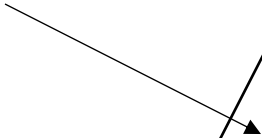
Who are your supporters?



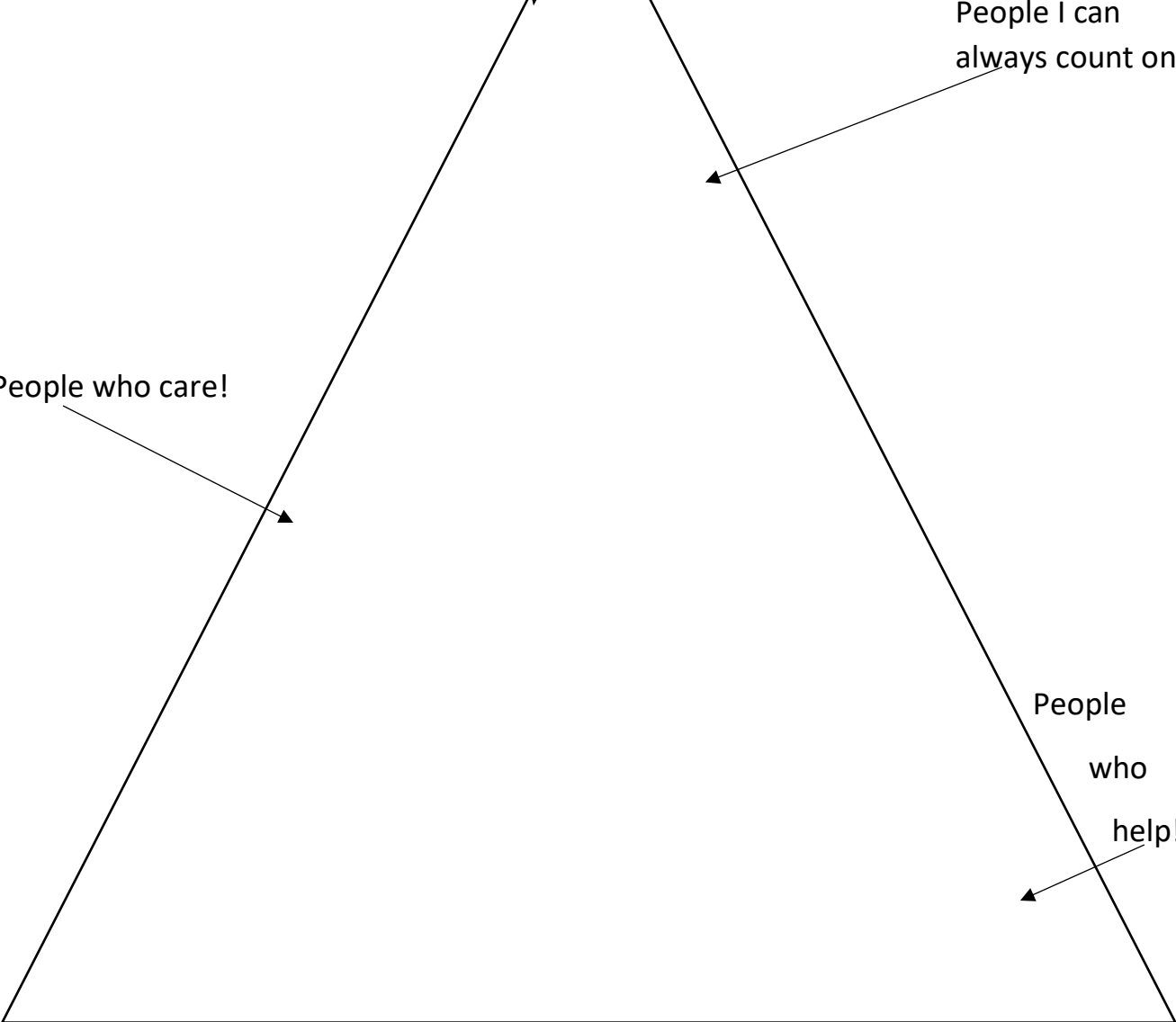
People I can
always count on

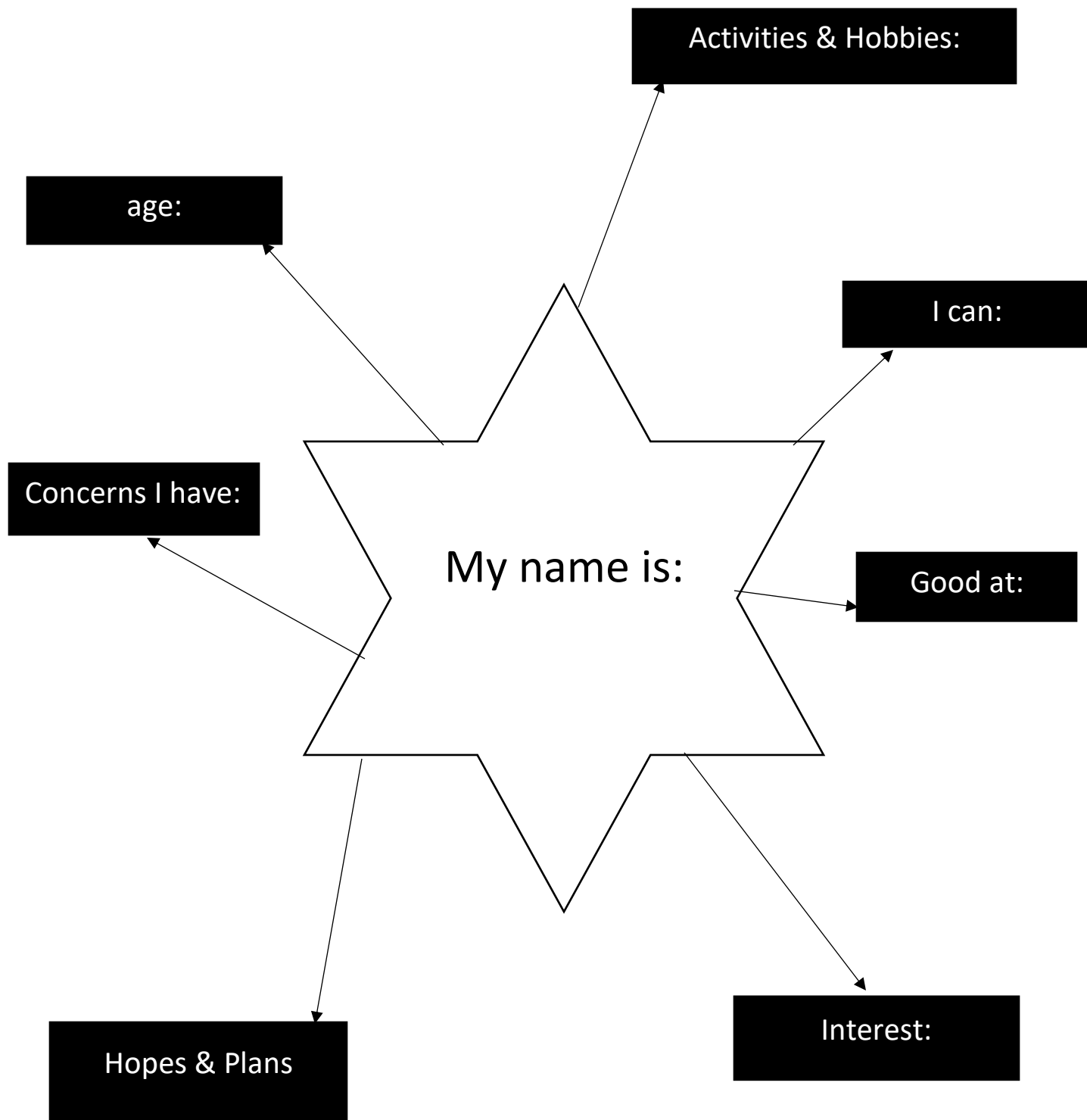


People who care!



People
who
help!





VISION BOARD

What do you want your life to look like in the future?

EDUCATION

CAREER

PERSONAL

FAMILY

GOALS



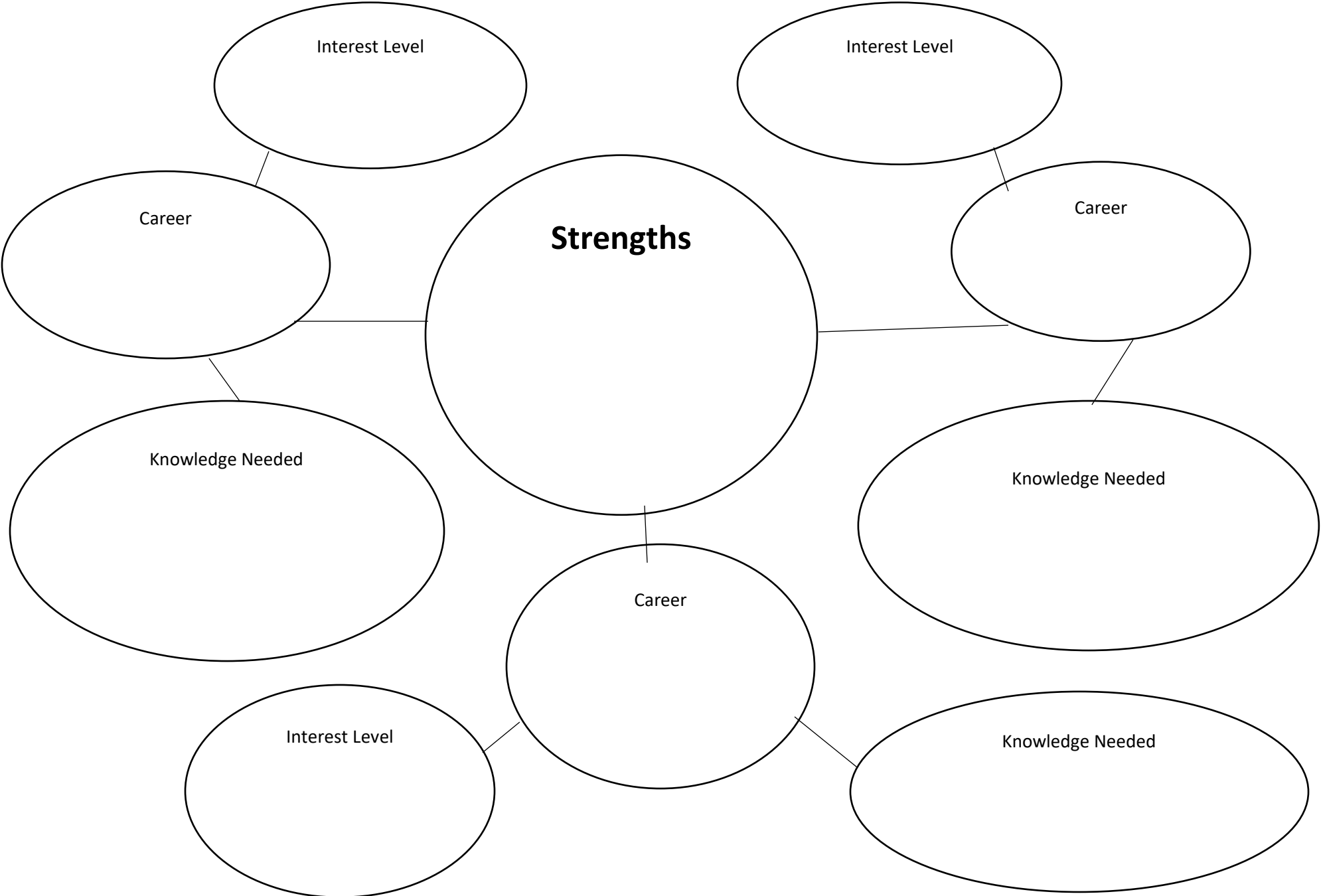
Timeline for



My Motivation!

**Starting
Point**

Here are my strengths. What career paths match my strengths?



Believe in Yourself

by Stephen on September 14, 2008

There may be days when you get up in the morning and things aren't the way you had hoped they would be. That's when you have to tell yourself that things will get better.

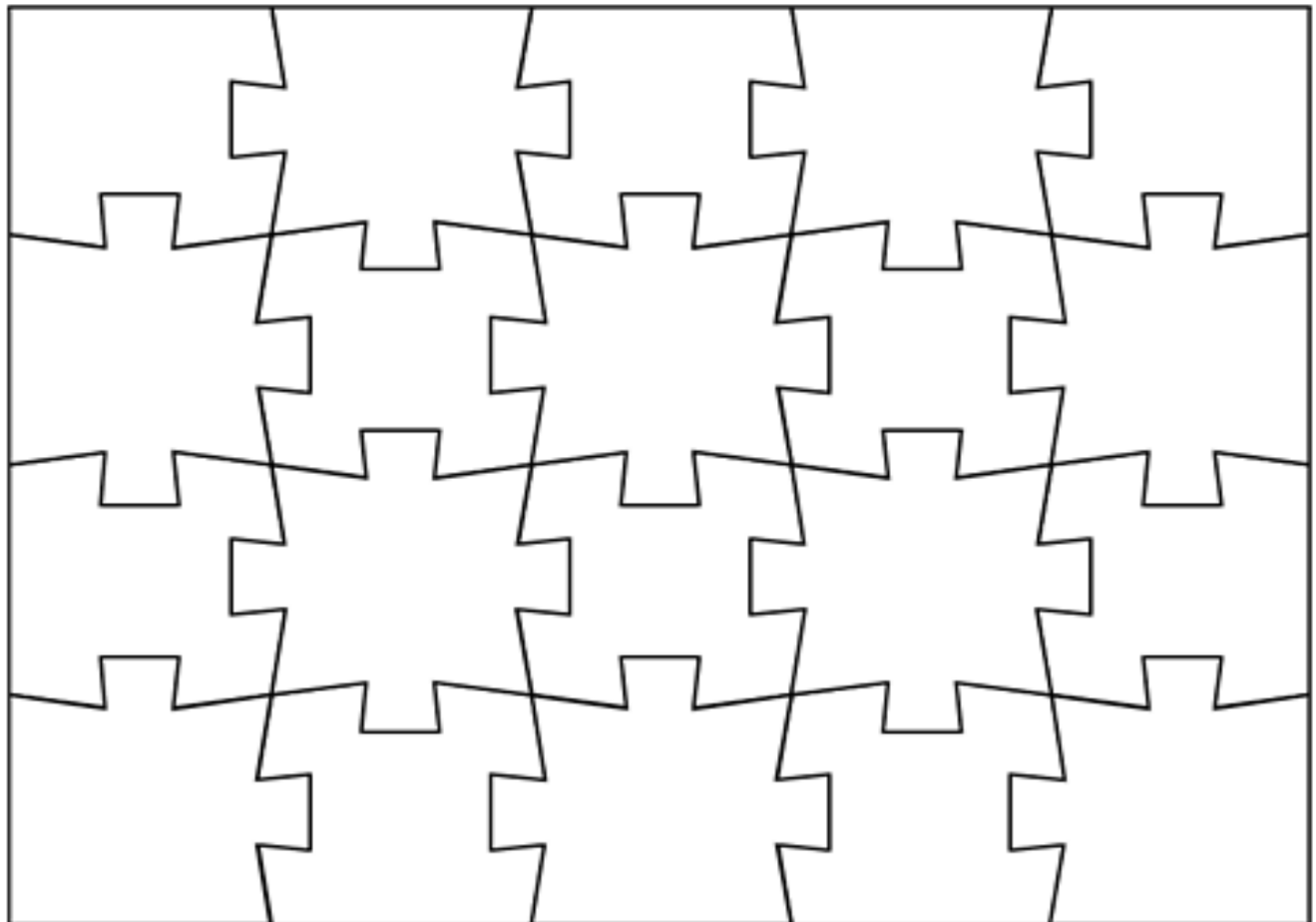
There are times when people disappoint you and let you down.

But those are the times when you must remind yourself to trust your own judgments and opinions, to keep your life focused on believing in yourself.

There will be challenges to face and changes to make in your life, and it is up to you to accept them. Constantly keep yourself headed in the right direction for you. It may not be easy at times, but in those times of struggle you will find a stronger sense of who you are. So, when the days come that are filled with frustration and unexpected responsibilities, remember to believe in yourself and all you want your life to be.

Because the challenges and changes will only help you to find the goals that you know are meant to come true for you.

Start a puzzle of your life goals!



LOOKING AT PAST SCHOOL EXPERIENCES

Favorite School Subject:

Less Favorite School Subject:

Why?

Challenges at School:

How did you face these challenges?

What did you learn from your challenges?

What Language Does Your Body Speak?

by [Frank](#)



Photo by Ian Kahn

Language is a complex system of symbols and sounds used to articulate a statement of fact or emotion. There are over 6900 known languages all around the world, each with their own set of rules, sounds, and dialect. The mere fact that they exist is a miracle. Where did they come from? Who had the vast understanding of noun and verb agreement when communication, according to popular scientific beliefs, evolved from grunting and moaning? It is mind boggling.

In our everyday interactions communication is focused around the words we speak. It is constant exchange of ideas, emotions, stories and experiences that give us a [connection](#) to the people and the world around us. Through language we voice our frustration, share words of encouragement, and paint vivid pictures so detailed that the recipient can almost envision being there themselves.

If used appropriately the art of communication can change the very world in which we live in. Imagine a world where everyone speaks the same language. Nothing gets lost in translation. People would relate on a level that they never knew was possible. Why do you think that the understanding of communication is a multimillion dollar industry? People want to learn how to talk to one another.

I will be the first to say that I have thrown my share of dollars toward the very topic in my quest to become a better communicator. It was not until recently that I learned I was investing in the wrong stock. Every book I have read is based around the words you speak and the vocabulary you use but only 30-40% of communication is based upon that. 60-70% of communication is based upon body language, non-verbal behavior. ([Albert Mehrabian](#))

Where would you like to invest your money?

The language your body speaks is so important that it can override the words you say. Have you ever tried to tell someone you loved them with your back turned away? It just doesn't seem honest.

Physical expression is paramount.

Here are some quick tips to help you improve your body language and maximize your future interactions.

The basics of body language consist of 3 major areas of focus. They are the eyes, head, and hands. I promise to not bore you with all of the details but I will hit the bullet points.

EYES

- Eye contact conveys confidence and positivity
- Avoiding eye contact conveys dishonesty and discomfort.

HANDS

- Hand placement over your mouth displays dishonesty and discomfort.
- Hidden hands could indicate you have something to hide.
- Positive hand placement would be ones that indicate you are thinking or in reflection.

HEAD

- Tilting your head forward is an indication of interest.
- Leaning to the side or away from the person is an indication of boredom, distrust or dissatisfaction.
- A swiveling head is one that is looking for an escape.

If there is a message that you are trying to convey, it is important that you control every aspect of the way you communicate it. This may seem like very simple common knowledge but I dare you to put it to the test. You can greatly enhance your interactions by being conscious of the language your body speaks.

<http://www.asparkstarts.com/going-forward/>

Do I Look Like I Care?

by Frank



Photo by Graur Razvan Ionut

So many times in my life I have focused on developing different aspects of my life to try to become a better more well rounded individual. Recently I was reflecting on some of my past experiences and a story came to mind that was so powerful that it made me change my thoughts.

Since when did self development become so selfish? I mean, I am here living on this wonderful planet taking in all of its splendor and majesty but I notice when I look around that I am not all alone. So with all of these people around, how do others affect my development and what can I do to affect theirs. It all starts with a kind act, a caring act.

THE EVENT THAT CHANGED MY LIFE

About a few years ago I was driving home from school when a young man, chasing a ball, ran into oncoming traffic and was hit by a car. The driver of the vehicle slammed on his brakes and swerved to try to avoid this young man but unfortunately was unsuccessful. It was during rush hour traffic in the afternoon. I just knew somebody was going to get out of their car besides the driver who hit him to check on his condition. Unfortunately I was wrong.

With the hundreds of cars that drive through this intersection not one of them stopped to help.

They even had the nerve to blow the horn and complain about the traffic. One brilliant older gentleman almost hit an emergency worker in attempts to squeeze by the officers and emergency vehicles. When pulled over by the police I am told he responded that, “he had a bad day at work.” There is a kid on the ground fighting for his life and he was mad because you burnt a few burgers while working at McDonald’s.

THE SAD REVELATION

When did the world become so insensitive? As I looked around at the faces of the people driving by they looked annoyed, frustrated, and disconnected. If I could read their minds they probably would be thinking, “Do I look like I care?”

THE POWER OF CARING

The simple act of caring has the power to bridge gaps in any area of difference in our lives. It has the power to build communities, strengthen families, and create opportunities to establish new relationships. Not only will the person benefit greatly from the help but you will grow from it too. It is a win-win situation. No one leaves from this situation the same. You have just made personal development an unselfish act and have taken the first step to start a network of growth and change.

So, how do you show you care?

- **Help someone solve a problem without them having to ask for help.**
- **Put someone else’s need before you own.**
- **Volunteer to help build your community.**
- **Take care of things others give to you.**
- **Make friends with someone who seems like they need one.**
- **Offer help with everyday tasks.**
- **Do everything you can to make someone else’s life easier.**

These are just a few things you can do to start. Please don’t be the people driving by frustrated because your problems are more important than someone else’s. It is time to make personal development a **group activity**. It is time to show the world we care.

Working and Living Independently

Possible Jobs!

Position: Grocery Store Stock Clerk

Responsibilities: unpacking delivery boxes, stocking shelves

Qualifications: High School Diploma or GED

Requirements: dependable, team player, trustworthy, polite, neat appearance

Wages: \$11 hour

Work Schedule: weekdays and weekends, guaranteed 30 hours a week

Position: Gas Station Night Clerk

Responsibilities: cashier at gas station mini mart, assisting custom purchasing gas

Qualifications: High School Diploma or GED

Requirements: experience in using a cash register and credit card transactions, stocking shelves, general maintenance of facility, must be dependable, honest, responsible, polite, self-starter

Wages: \$12-\$15 an hour

Work Schedule: 8 hour shifts, must be available to work early morning shifts, minimum 40 hours a week.

What's a Budget?

The first rule of budgeting is simple: Spend less than you earn!



Making a Budget Making a budget is the most important step in controlling your money. A budget allows you to track your Income (the money that you have) and your Expenses (the money you spend). By writing down your monthly income and expenses, you can see how much money you expect to have for the month and plan for how much you can spend.

Structuring Your Budget

The first two items below are “needs.” The last item is for “wants.”

1. Determine your Income. Estimate all “incoming” money, including salary from a job.
2. Estimate Required Expenses. Required expenses include taxes and bills that you must pay. Required bills may include your cell phone bill and gas money to drive to work or school. You should also include payment to your savings in the “Required Expenses” category. Whether you are savings for something specific (like a car or college) or just tucking money away for the future, it is critical that you get in the habit of paying yourself first! Even a few dollars each month
3. Estimate Discretionary Expenses After you have paid your Required Expenses, you can use the money left over for some fun! Discretionary Expenses may include clothes, shopping, pizza, video games, gifts and any other expenditures that are considered “optional”.

MAKING A BUDGET


Your Income	
Take-home pay (wages & tips)	\$
Additional income (side business, interest, etc.)	\$
Total Income	\$

Your Expenses	
Housing (Rent)	\$
Transportation (Car payments, gas, insurance, bus)	\$
Utilities (Heat, electricity, water, etc.)	\$
Subscriptions (cable, internet, cell phone, etc.)	\$
Groceries	\$
Eating out, travel, and entertainment	\$
Medical & Dental (co-pays, prescriptions)	\$
Personal Care (clothing, grooming, etc.)	\$
Debt payments (Credit cards, loans, etc.)	\$
Savings (<i>You always pay yourself</i>)	\$
Other	\$
Total Expenses	\$

Your Bottom Line	
Income minus expenses	\$

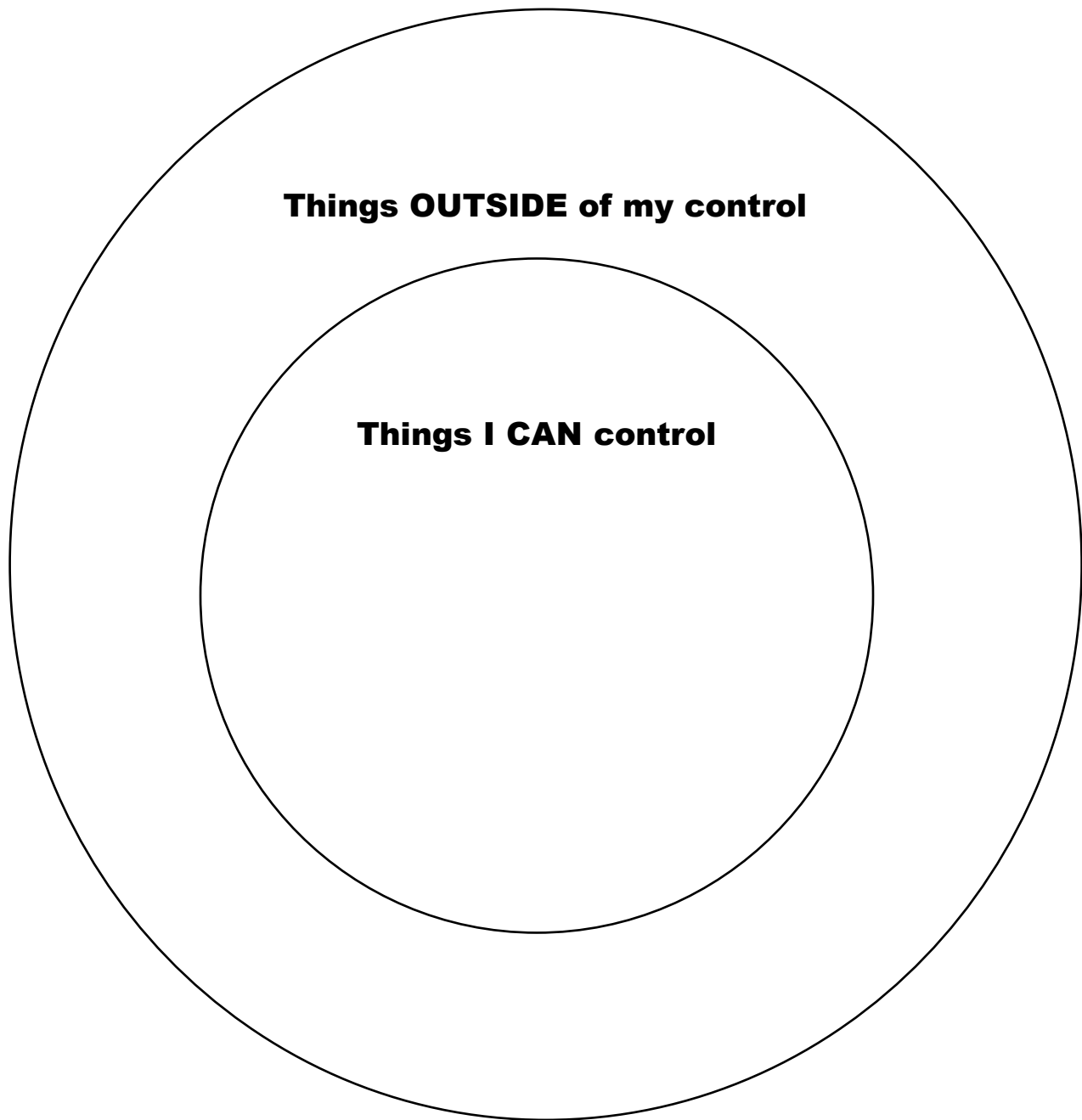
YOUR MONTHLY BUDGET!

Category	Monthly Budget	Actual Amount	Difference
INCOME:	Estimate your Income	Your Actual Income	
Wages/Income	\$	\$	\$
Interest Income From Savings Account	\$	\$	\$
INCOME SUBTOTAL	\$	\$	\$
EXPENSES:	Estimate Your Savings/Expenses	Your Actual Savings/Expenses	Difference
SAVINGS			
How much will you save each month?	\$	\$	\$
BILLS			
Taxes – from Paycheck	\$	\$	\$
Rent			
Utilities Electricity, Cell Phone, Gas, Water	\$	\$	\$
Groceries/Snacks	\$	\$	\$
CAR			
Car Payment or Transportation	\$	\$	\$
Car Insurance	\$	\$	\$
Gasoline	\$	\$	\$
SHOPPING			
Clothes/Shoes	\$	\$	\$
ENTERTAINMENT	\$	\$	\$
EXPENSES SUBTOTAL	\$	\$	\$
NET INCOME Income Minus Expenses	\$	\$	\$

A large, irregular thought bubble with a scalloped border. Inside the bubble, the text "What terms do I need to know about managing my money?" is written in a bold, black, sans-serif font. The bubble has a small tail at the bottom left consisting of three overlapping circles.

**What terms do I
need to know
about managing
my money?**

How to better take control of my life.



What I am learning about myself....

Facing Challenges in Life – Student’s Test...!!!

READ AND DISCUSS

Once a teacher asked his two students to come and meet him at the start of a path which was near a forest. The students met the teacher at the designated time for their test. The teacher showed them the start of the path and said, “You both have to start here. The test is to reach the end of the path. Completing this path will also affect the results of the second test which will happen next week.”

The teacher wished them luck and started the race. Both students started together. After a while the students noticed that the path divided into two paths.

The first student decided to follow the path which seemed clear and was easier to go through. The second student decided to take the more difficult path that had many obstacles along the way.

The first student finished first and felt very clever. He had avoided all the hindrances and obstacles of the other path.

The second student took a while to reach the end of the path because of the many obstacles he encountered. He was happy that he was able to complete the race despite taking the more difficult path.

When the second student reached the end of trail, the first student proudly said, “I am glad I chose the easier trail, because all of the obstacles would have only slowed me down.”

The teacher smiled and asked the students to join him at a specific location for next week’s test. The students met the teacher the following week, prepared for another test. For this test they meet the teacher near a ravine.

The teacher looked at the students and said, “You have to jump to the other side of this ravine...”

The students were hesitant because the distance across the ravine was several yards wide and the ravine was deep. The first student saw the width and depth of the ravine, He just could not find the courage to jump. It was something he had never done before. He got scared and stepped back.

The teacher looked at the second student. The second student remembered the path he took on the first test and how he had jumped over several wide gaps on the path. He measured his run up and sprinted towards the ravine. He launched himself into the air...and he made it!!

After completing the test, the teacher said to the first student, *“In your previous test, the difficult path that you took prepared you for this one. When you only chose easier paths, it does not always prepare you for life’s tougher challenges.”*

Adapted from: Moralstories26.com

Discussion Questions:

- Did you connect with any of the characters in the story?
- Did this story remind you of anything that happened to you?
What? Why?
- What lesson did you learn from this story?
- If you were in a problem situation like the one in the story, how would you have acted?
- Did this story give you any new ideas about yourself? Why?
- Think of the characteristics and actions of the two boys in the story. Which one do you think you could be friends with? Why?

There is a guy in your class who is always mean to you. He always bumps you when he walks by and he calls you names. He knocks stuff out of your hands and makes you feel stupid. You don't think you can take it anymore. What could you do?

You are taking a written test for a new job. Another person is taking the same test and sitting across the table from you. They want to know what you put for question number two. What could you do?

You just started a new job working a supermarket. The past few days you have noticed one of the other workers stealing steaks from the meat department on a daily basis. What would you do?

You are in the mall and find a wallet with \$1500 cash in it. Would you try to return it?

At your job an older guy keeps bullying another worker. He has never bullied you. In fact, he is nice to you. What could you do?

If the guy at the corner store gives you \$10 more change than you were owed, do you tell him?

.If someone is standing way to close to you, you move back, and then they move up again, would you say something?

Six Scenarios in the Workplace

Scene One: First Day On The Job

Sheila felt ready to get to work after her one day job orientation for new employees. When she got to work, however, she was shocked. She was not prepared for the fast pace, sophistication and skill level found in her new department. By noon that day, Sheila felt like she was not cut out for the job. She felt underskilled and under prepared to meet her department's challenges.

On her way to the company cafeteria one of her co-workers, Tammy, caught up with her and they had lunch together. Sheila was glad that Tammy was so friendly to her and she was able to relax a little bit. During lunch Tammy talked about their manager, Mr. Smith. Sheila learned that Mr. Smith was in trouble with his superiors. Next, Tammy told her about James, the computer programmer. She told Sheila that James spread rumors and was not to be trusted. She talked about Mrs. Tyler, the accountant. She said that Mrs. Tyler was an alcoholic and frequently took sips from a whisky bottle in her desk.

Tammy asked Sheila to join her for coffee after work. She said, "Trust me, Sheila. Once you come to understand how screwed up everyone is around here, and get the feel of the place, you'll do fine."

Question: Why would Tammy be so friendly towards Sheila? What might happen if Sheila gets close to Tammy? Have you ever been in a similar situation?

Scene Two: What's Your Style?

During his first week on the job, John was eager to learn everything and to know everyone in his department. He gave his opinion freely in discussions. He worked overtime and did excellent work. Everyone seemed to like him. One man who had been with the company for a long time said, "You can't help but like John, but you can tell that he'd leave this department in a second if it meant getting closer to the top."

Erica started work on the same day as John. Unlike John, however, Erica kept more to herself. She concentrated on her job and stayed in her area. She made an effort to learn from others and listened to others in order to understand situations before jumping

in with suggestions. One of her co-workers said, "Erica is a really nice gal. I think she's going to make a strong employee. I like her."

Question: What do you think the future will be like for John? For Erica?

Scene Three: Are You Ready?

Just before Doug went home from his job as a cook on Friday night, the restaurant manager informed him that she would be taking the next two weeks off, and that she was appointing Doug to take her place starting Monday.

Although Doug has more seniority than the other employees and is an excellent cook, he doesn't feel confident in being able to handle the manager's job. Doug doesn't feel comfortable dealing with the customers, using the cash register, or handling conflicts that may arise between employees. He feels that he will fail at being able to fill her shoes.

Question: What should Doug do?

Scene Four: Moving Up, So Fast?

Rosa feels really good about her new job. Her supervisor seems happy with her performance. She's learned everything she needed to learn and is all around proving herself to be a good employee.

Most people at the factory are close to one another and seem like a family. Rosa hasn't spent any time getting to know any of them since she has been spending her time learning her new job. Now, she can perform her job as well as or better than any of the other workers.

Lately Rosa's been thinking about the possibility of becoming a supervisor at the factory. She figures that since the job comes so easy to her that she needs a new challenge. She plans on making an appointment with her supervisor next week to

discuss what steps she would need to take in order to move up to a supervisory position.

Question: Do you think it would be a good idea for Rosa to move ahead on her desire to become a supervisor? Have you ever been in a similar situation?

Scene Five: Absenteeism

After having spent a great weekend camping, Kyle woke up Monday morning with a fever and a bad stomach ache. He loved his new job, but realized that he would have to call in sick. The others would have to pitch in to do his work. As it turned out staying home Monday wasn't enough. He also had to call in sick on Tuesday and Wednesday. Even after three days at home he still didn't feel well, but figured that he had better get back to work in order not to jeopardize his job. He went to work on Thursday and struggled through until the weekend.

The next Monday Kyle feels in top shape and everyone, including his supervisor, is friendly to him and glad to see him feeling better. Kyle starts telling them all about the fun he had on his camping trip. He could talk of little else all day. He was so busy talking about his fun weekend that he forgot to thank his coworkers for covering for him. Soon he began to notice tension between himself and his co-workers. His supervisor also seemed more demanding.

Question: What mistake did Kyle make? Is there anything wrong with being absent when you first start a job?

Scene Six: Decisions

After one year on the job, Lima was called into her supervisor's office. Lima was nervous and thought back over the last few weeks to see if she had made any mistakes at work. She couldn't think of anything she had done wrong.

Lima was relieved when Mrs. Peterson asked her if she would like to take a higher paying position in one of two departments. As it turned out, both departments had openings and had heard about Lima's excellent skills and work performance. Lima could have her choice between the two departments.

Department A is supervised by Mr. Kent, a long-term employee. Department A has the reputation for promoting its employees faster than any other department. On the other hand, Mr. Kent is known to be highly authoritarian and have a short fuse if things don't go the way he wants. In fact, his employee turnover rate is higher than that of any other department.

Department B is supervised by Ms. Lee, a young manager recently out of college. Under Ms. Lee's supervision people seem to be very productive and have a good time in the process. Many workers envy the people who work in Ms. Lee's department. On the other hand no one has been promoted from Ms. Lee's department in the two years since she's been manager.

Question: What should Lima do? Why?

[Back to Top](#) | [Next Section](#)

Ethical Dilemmas

Carlos is an administrative assistant in the Human Resources Department. His good friend Michael is applying for a job with the company and Carlos has agreed to be a reference for him. Michael asks for advice on preparing for the interview. Carlos has the actual interview questions that Michael will be asked at the interview. Carlos is considering making Michael a copy of the list of questions so he can prepare for the interview.

Steps to Solving Ethical Dilemmas

Identify the problem or ethical issue:

What are the facts?

What are some possible solutions?

What would you do?

Also consider.... how will you know if your decision was the right one?

Ethical Dilemmas

Brandon works in the Quality Control Department for a produce packing company. Once a year, Brandon's supervisor gives away the company's used computers to the local elementary school. The company does not keep records of these computer donations. Brandon really needs a computer to help him do his homework. The supervisor asks Brandon if he can do her a favor and deliver 12 computers to the school on his way home from work.

Steps to Solving Ethical Dilemmas

Identify the problem or ethical issue:

What are the facts?

What are some possible solutions?

What would you do?

Also consider.... how will you know if your decision was the right one?

Ethical Dilemmas

Mary is one of the secretaries in a large real estate office. She has just received a new work computer and is excited to try it out. There is a strict office policy about computer usage, they are for business purposes only. Mary wants to learn the email software that is on the new computer. She figures one good way to do this is to send emails to her friends and relatives. She just wants to try it out. She has finished all her work for the day and has 30 minutes left before her workday is over. Her supervisor has already left for the day. There are just few employees still working in the office.

Steps to Solving Ethical Dilemmas

Identify the problem or ethical issue:

What are the facts?

What are some possible solutions?

What would you do?

Also consider.... how will you know if your decision was the right one?

Ethical Dilemmas

Jason was recently hired to work as a Clerical Assistant for a large office building. As a Clerical Assistant, he is responsible for making copies for the various offices in the building. Jason had been unemployed for over a year and was relieved to finally find a good office job. One day his son, Sammy, comes in and needs some copies for a school project. He brought his own paper and needs 300 copies for his class. If he doesn't bring the copies with him to school tomorrow, he will fail the project. When Jason was hired his supervisor informed him of the policy that the copy machine was for authorized copying only.

Steps to Solving Ethical Dilemmas

Identify the problem or ethical issue:

What are the facts?

What are some possible solutions?

What would you do?

Also consider.... how will you know if your decision was the right one?

Thinking About Your Future!



Did you know that there are many high-paying jobs for a person with a high school diploma? Look at some of the options available to you after high school. This is just a sampling of the many job opportunities available.



1.

Landscaper and Groundskeeper

#1 in Best Jobs Without A College Degree

Landscapers plant trees, shrubs and flowers; fertilize plants; and construct outdoor walkways, patios and fences to surround their handiwork.

Groundskeepers might also garden and plant, but they also paint fences, clean swimming pools, shovel snow and handle refuse removal.

Projected Jobs

135,200

Median Salary

\$27,670

Education Needed

Not required



2.

Personal Care Aide

#2 in Best Jobs Without A College Degree

Compassion is the top asset for those interested in being a personal care aide. These professionals assist people with physical and mental disabilities and chronic illness and perform non-medical daily tasks.

Projected Jobs

777,600

Median Salary

\$23,100

Education Needed

High School



3.

Home Health Aide

#3 in Best Jobs Without A College Degree

Home health aides are trained to assist individuals with diabetes, chronic illness or cognitive impairment with the daily activities many people take for granted.

Projected Jobs

431,200

Median Salary

\$23,210

Education Needed

High School



4.

Wind Turbine Technician

#4 in Best Jobs Without A College Degree

Generating electricity through wind turbines is becoming more prevalent. Wind turbine technicians typically learn the trade at a technical school, and they work outside repairing, maintaining and installing wind turbines.

Projected Jobs

5,600

Median Salary

\$53,880

Education Needed

Postsecondary non-degree



5.

Plumber

#5 in Best Jobs Without A College Degree

This profession goes beyond troubleshooting problems when pipes or water fixtures are broken. Plumbers also plan and develop blueprints for new structures or those being refurbished.

Projected Jobs

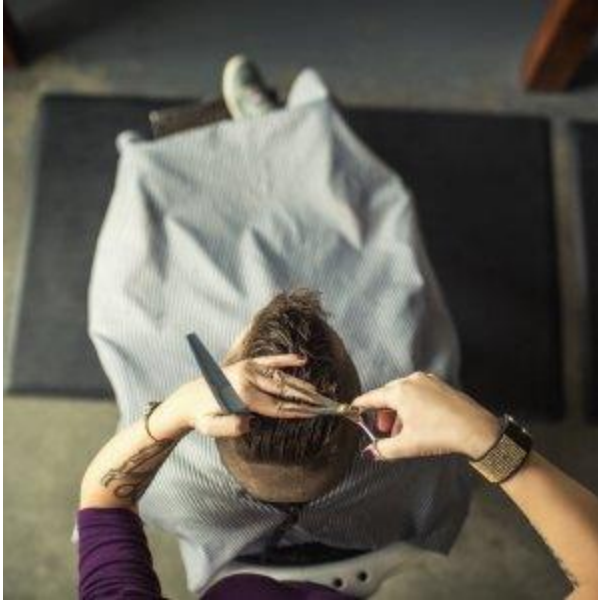
75,200

Median Salary

\$52,590

Education Needed

High School



6.

Hairdresser

#6 in Best Jobs Without A College Degree

Hairdressers can cut, dye and style your hair into a new look, or simply give you a trim. The demand for these hair care professionals is rising with the population.

Projected Jobs

80,100

Median Salary

\$24,850

Education Needed

Postsecondary non-degree

[\\$61,050](#)

[Education Needed](#)

[High School](#)



7.

Medical Assistant

#8 in Best Jobs Without A College Degree

During most medical exams, a physician or specialist isn't the only person you'll see. A medical assistant measures your vital signs, administers injections or medications and schedules appointments. These professionals also prepare blood samples for lab tests, record your patient history and enter your information in your medical records.

Projected Jobs

183,900

Median Salary

\$32,480

Education Needed

Postsecondary non-degree



8.

Medical Secretary

#9 in Best Jobs Without A College Degree

Physicians and medical scientists need a lot of support to provide effective health care, and medical secretaries are responsible for a lot of the behind-the-scenes work. Not only do medical secretaries get reports and charts compiled and ready for physicians and transcribe notes, but they also work with patient billing, insurance and appointments.

Projected Jobs

129,000

Median Salary

\$34,610

Education Needed

High School



9.

Licensed Practical and Licensed Vocational Nurse

#10 in Best Jobs Without A College Degree

Basic medical care is essential, and licensed practical and licensed vocational nurses provide this care under the guidance of registered nurses and doctors. Duties include monitoring patients' health, offering basic patient care and comfort, discussing the care provided with patients, and reporting patients' health status and concerns to the appropriate nurses and doctors.

Projected Jobs

88,900

Median Salary

\$45,030

Education Needed

Postsecondary non-degree



10.

Paramedic

#11 in Best Jobs Without A College Degree

Paramedics are called to work like someone's life depends on it and, often times, that is literally the case. It is a paramedic's responsibility to respond quickly to emergency calls, perform medical services at the scene and transport patients to hospitals.

Projected Jobs

37,400

Median Salary

\$33,380

Education Needed

Postsecondary non-degree



11.

Massage Therapist

#12 in Best Jobs Without A College Degree

Nothing is as relaxing as a good massage. But massage therapists aren't just responsible for helping people luxuriate or relieve stress. They also provide relief from painful medical conditions, heal injuries and improve circulation.

Projected Jobs

42,100

Median Salary

\$39,990

Education Needed

Postsecondary non-degree



12.

Phlebotomist

#13 in Best Jobs Without A College Degree

Phlebotomists work in labs, doctors' offices and blood donor centers where they draw blood, ensuring it's done properly.

Projected Jobs

30,100

Median Salary

\$33,670

Education Needed

Postsecondary non-degree



13.

Pharmacy Technician

#14 in Best Jobs Without A College Degree

Pharmacy technicians assist pharmacists by measuring medication and providing doses to doctors and patients. Community colleges and vocational schools that offer pharmacy tech programs teach mathematics and familiarize students with medication names and correct dosages.

Projected Jobs

47,600

Median Salary

\$31,750

Education Needed

High School



14.

Physical Therapist Aide

#15 in Best Jobs Without A College Degree

Physical therapist aides support physical therapists, professionals who assist injured or ill people with movement and pain. Aides set up treatment areas and therapy equipment, assist patients as they move to and from therapy areas and perform clerical duties.

Projected Jobs

15,300

Median Salary

\$25,730

Education Needed

High School



15.

Maintenance and Repair Worker

#16 in Best Jobs Without A College Degree

If it needs fixing, the resident maintenance and repair worker is likely the person to call. These workers maintain and repair machines, mechanical equipment, electrical switches and outlets in buildings. They are also responsible for ordering supplies and keeping detailed work records.

Projected Jobs

112,500

Median Salary

\$37,670

Education Needed

High School



16.

Surgical Technologist

#17 in Best Jobs Without A College Degree

A surgical technologist helps surgeons get the job done, sterilizing the operating room and tools before the operation, as well as assisting surgeons with the scalpel and suction during surgery.

Projected Jobs

12,600

Median Salary

\$46,310

Education Needed

Postsecondary non-degree



17.

Nail Technician

#18 in Best Jobs Without A College Degree

No day at the spa is complete without a mani-pedi, and a good one requires the work of a skilled nail technician. These professionals clean, trim and shape your nails, remove dead skin and calluses on your feet, massage your hands and paint your nails.

Projected Jobs

16,700

Median Salary

\$23,230

Education Needed

Postsecondary non-degree



18.

Esthetician and Skincare Specialist

#19 in Best Jobs Without A College Degree

Estheticians and skin care specialists deal with many aspects of skin care, using treatments that include waxing, cleansing, exfoliating and even applying makeup. The duties of an executive assistant can be far more involved than those of an administrative assistant. Executive assistants complete important office management tasks and prepare and analyze reports.

Projected Jobs

8,500

Median Salary

\$30,080

Education Needed

Postsecondary non-degree



25.

Medical Records Technician

#21 in Best Jobs Without A College Degree

Medical records technicians are extremely detail-oriented professionals who use information from medical records to assign diagnosis and procedure codes. Their work is essential for patients' reimbursement claims, research and tracking and monitoring disease patterns.

Projected Jobs

27,800

Median Salary

\$39,180

Education Needed

Postsecondary non-degree



26.

Electrician

#22 in Best Jobs Without A College Degree

Electricians design, install, maintain and repair motors, equipment or electrical systems for businesses and residences.

Projected Jobs

59,600

Median Salary

\$54,110

Education Needed

High School



27.

Ophthalmic Medical Technician

#23 in Best Jobs Without A College Degree

Ophthalmic medical technicians often train on the job to perform the first part of a patient's eye examination.

Projected Jobs

8,700

Median Salary

\$35,910

Education Needed

Postsecondary non-degree

28.



Solar Photovoltaic Installer

#25 in Best Jobs Without A College Degree

Solar photovoltaic installers put together, implement and maintain solar panels on the rooftops of homes and other buildings.

Projected Jobs

11,800

Median Salary

\$39,490

Education Needed

High School



**MY
PRIORITIES**

Going Forward | What I Learned from Pro Football

by Frank



Photo by Michael Oh

I love football. It is by far my favorite sport to watch.

Why I Love Pro Football

Football is a game of centimeters, inches and yards. It is a game where the difference between winning and losing is a matter determined the momentum of going forward. Not only is football a game of space but it is a game of strategy and precision. It is not always full of 99 yard touchdown passes, unless your name is Wes Welker or Tom Brady, but each offensive and defensive possession tells a story. Some stories are short, some stories are long, but they are all great.

The Challenges of Going Forward in Pro Football

Players have to earn every yard to get down the field just to get a chance to score. It is not uncommon to see a team get one yard away from getting a first down, only to see them punt the ball away because they can't afford the risk if they don't cross the threshold. I have seen running backs desperately push through a pile of players with outstretched arms to get the ball over the invisible yellow line viewers see on their television screens.

I have seen players dive for the end zone, drag their tip toes on the grass to maintain possession of the ball for a reception before falling out of bounds, stiff arm and aggressively push away the hands and bodies of defenders trying to stop their momentum all for a chance to put their team ahead.

Every play is a physical battle and not every possession puts points on the board.

Teaching My Son About Pro Football

Just the other day, Ian and I was watching the Monday Night Cowboys vs. Redskins game enjoying every second of it. Ian loves football more than I do and he doesn't even completely understand the game. All he knows is people get hit and they score touchdowns.

As we were watching the game, I noticed he was getting discouraged that Dallas couldn't make it to the end zone. After every play he screamed, one of the following statements:

“I wish they would just score already.”

“What is taking them so long?”

“Why does the other team keep tackling them?”

“Stop running the ball, can't they see it's not working?”

As I sat by and watched the blood vessels pop out of my son's head, I noticed he was ready for the excitement but did not enjoy watching the journey. I had to explain to him how the team on offense has 4 downs to try to make it 10 yards. I demonstrated to him why a play that only got 3 yards was still successful. I walked him through the progression of play calling and strategic offensive alignments. At the end of all my jawing, he looked at me like I was nuts.

I had just wasted 15 freaking minutes. The good news is, it got me thinking.

Going Forward Requires Patience

There are so many times in our lives where we get to the point where we want to score the touchdown and win the big game. Often, we get so caught up with trying to put points on the board, that we end up trying to throw a hail marry in the first possession of the first quarter. In our desperate pursuit of success, we take unnecessary risks going for the big play when we only need 10 yards to keep the ball in our possession.

As long as we are going forward, we have a fighting chance to win the game. And if anyone knows football like I know football, time of possession is the best way to control the game.

Applying the Aggression of Pro Football to Life

Life is not going to give us what we want all the time. We have got to get aggressive.

- The next time there is an obstacle blocking you from where you are trying to go, lower your shoulders and push through it.
- The next time life tries to push you out of bounds, drag those feet on the turf and fight for possession.
- The next time you are coming up just a little short, have some heart and outstretch those arms and reach for it.
- The next time you feel consumed by your circumstances like you can't get free, take your arm and ferociously push off the things that hold you captive.

I have learned a lot from pro football that I never expected. I vow from this day on that no matter what the scoreboard says, I will keep **going forward**.

Life is a physical, spiritual, and emotional battle. Do you think you have what it takes to win the game?