

Example Life Lessons for Early Career

Contents of this Document

- ▶ **Section 1 – Advice for Parents and Others Who Present Life Lessons –** The Life Lesson process will only be effective if the youth listens to what is said. This Section includes suggestions for how you might convince the youth to listen to what you have to offer. _
- ▶ **Section 2 – Life Lesson Journal –** In future years it will be very desirable for you to know which Life Lessons have been previously presented to each youth. This Section provides a Journal that can be used to document when Life Lessons are presented (which lessons are presented, date presented, reaction, comments, etc.). _
- ▶ **Section 3 – Example Life Lessons -** This Section includes example Life Lessons for this age group. These are intended to be examples. It is our expectation that you will customize the lessons to the current needs of each individual. _
- ▶ **Section 4 – Using Word to Tailor the Life Lessons –** If you have downloaded the .doc version of this document it is relatively easy to use Word to customize the example Life Lessons. Instructions are provided in this Section that will help those not familiar with the "Format Text Box" and "Fill Effects" features in Word. _
- ▶ **Section 5 – Blank Life Lessons –** In addition to the examples provided, this Section includes several blank Life Lessons, allowing you to create new Life Lessons. If you have downloaded the Word version, you can add text as desired. If you have downloaded the PDF version of this document, you may print the blank Life Lessons and handwrite Life Lesson text. _

We want to hear from you

Please tell us about your successes, your challenges, and your ideas.

E-mail us at Comments@LifeLessonNetwork.org

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Section 1 – Advice for Parents and Others Who Present Life Lessons

For the Life Lesson process to be effective, the youth must accept the guidance. The youth is more likely to participate when they realize that in the end they are responsible for every decision they make – and their decisions will shape the person they will become.

We encourage you to reaffirm the importance of the process each time that you present Life Lessons. Here are a few thoughts you might want to communicate when you present Life Lessons. (This is written in terms of the **adult speaking to the youth.**)

- ▶ **You are growing an adult** - Have you ever thought about the fact that you have been growing an adult in yourself? It is very important for you to continue to grow into the adult you want to become.
- ▶ **Your decisions will determine the adult you will become** - In the coming years you will continue to face many new situations. The way you react in those situations will determine the kind of person you are - honest/dishonest - caring/selfish - kind/mean – it really is up to you. You are responsible for the decisions you make. And in the end those decisions will shape the adult you will become.
- ▶ **Life Lessons are our opportunity to help you grow** - The Life Lesson process is an opportunity for us to give you advice that will help you make the right decisions at the right time. It is our hope that Life Lessons will help you continue to grow into the adult you want to become.

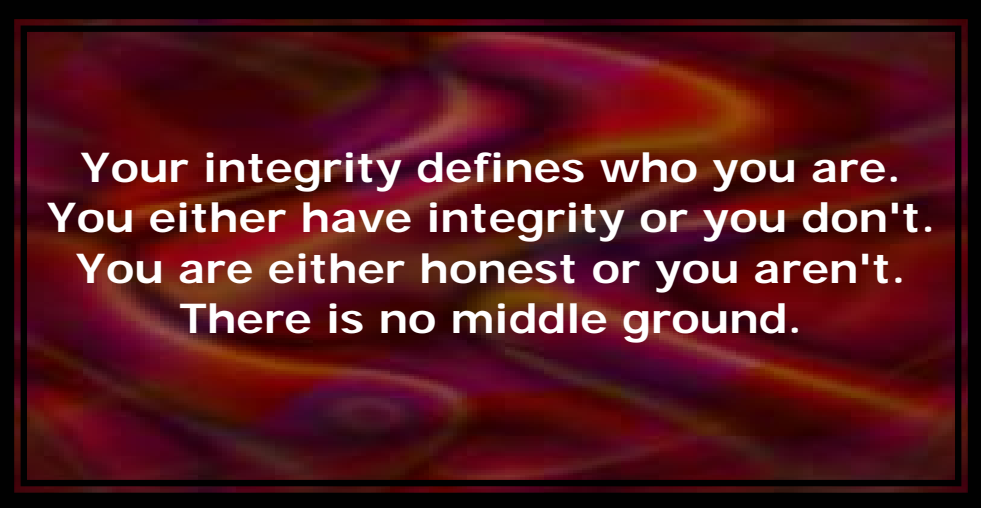
Section 2 – Life Lesson Journal

Life Lesson	Recipient(s)	Date Presented	Reaction/Comments
<ul style="list-style-type: none"> ▪ Your integrity defines who you are. You either have integrity or you don't. You are either honest or you aren't. There is no middle ground. _ 			
<ul style="list-style-type: none"> ▪ Your first job sets the tone for your entire career. Dedicate yourself to success. Don't accept anything else. _ 			
<ul style="list-style-type: none"> ▪ Set higher goals for yourself than others expect of you. Try to exceed your employer's expectations. _ 			
<ul style="list-style-type: none"> ▪ Be loyal to your employer and those who direct your work. Never say disparaging remarks about them. Work in their best interest. 			
<ul style="list-style-type: none"> ▪ Take responsibility for your mistakes. Openly accept responsibility without becoming defensive or shifting blame to others. _ 			
<ul style="list-style-type: none"> ▪ Approach problems as opportunities. Maintain a positive outlook. _ 			
<ul style="list-style-type: none"> ▪ Take ownership of the quality of everything you do. Even small issues can affect your reputation. _ 			
<ul style="list-style-type: none"> ▪ Be the best, yet remain humble. Never arrogant. Never "above" others. _ 			
<ul style="list-style-type: none"> ▪ Establish and maintain positive professional relationships. Respect your co-workers, even when you don't share their opinion. _ 			
<ul style="list-style-type: none"> ▪ Everyone likes some elements of their job more than others. Approach all of your assigned tasks with responsibility and a sense of 			


Life Lesson	Recipient(s)	Date Presented	Reaction/Comments
urgency, not just those tasks that you enjoy most. _			
<ul style="list-style-type: none"> ▪ Maintain an organized and clean work environment. _ 			
<ul style="list-style-type: none"> ▪ Dedicate yourself to your career growth. Continually strive to improve your skills. _ 			
<ul style="list-style-type: none"> ▪ Learning comes easiest and fastest when you admit to yourself you don't know everything. You will continue learning new things your entire career. Dedicate yourself to always learning. _ 			
<ul style="list-style-type: none"> ▪ Strive to minimize your employer's costs and work to increase the value/effectiveness of the organization. _ 			
<ul style="list-style-type: none"> ▪ Be patient when dealing with those who have less knowledge. _ 			
<ul style="list-style-type: none"> ▪ Dedicate yourself to the highest ethics, and success will find you. _ 			
<ul style="list-style-type: none"> ▪ Be proactive in finding mentors to guide and accelerate your career. Develop the instinct to find the "right" mentors who will be a positive influence. Ask them specific questions. Learn as much as you can from them. _ 			
<ul style="list-style-type: none"> ▪ Be responsive to suggestions for work improvement. Expect your superiors to give you guidance. Listen carefully to what they say. Do your best to accommodate their suggestions. Don't become defensive. Never believe you don't need to improve. _ 			
<ul style="list-style-type: none"> ▪ Keep yourself fit. Take responsibility for your physical condition and health. Commit to a regular exercise program for the rest of your life. _ 			
<ul style="list-style-type: none"> ▪ Be charitable. Share with others 			

Life Lesson	Recipient(s)	Date Presented	Reaction/Comments
who will benefit most. _			
<ul style="list-style-type: none"> ▪ Be thrifty. Strive to save at least 10% of every dollar that you earn. _ 			
<ul style="list-style-type: none"> ▪ Develop a sense of community service. Adopt a project that improves the community. Devote time to making the world a better place. _ 			
<ul style="list-style-type: none"> ▪ Be confident of our love. No matter what happens in your life always know that we love you unconditionally. _ 			
<ul style="list-style-type: none"> ▪ Continue your regular dialog with God. Take an active role in leading others in spiritual issues. _ 			

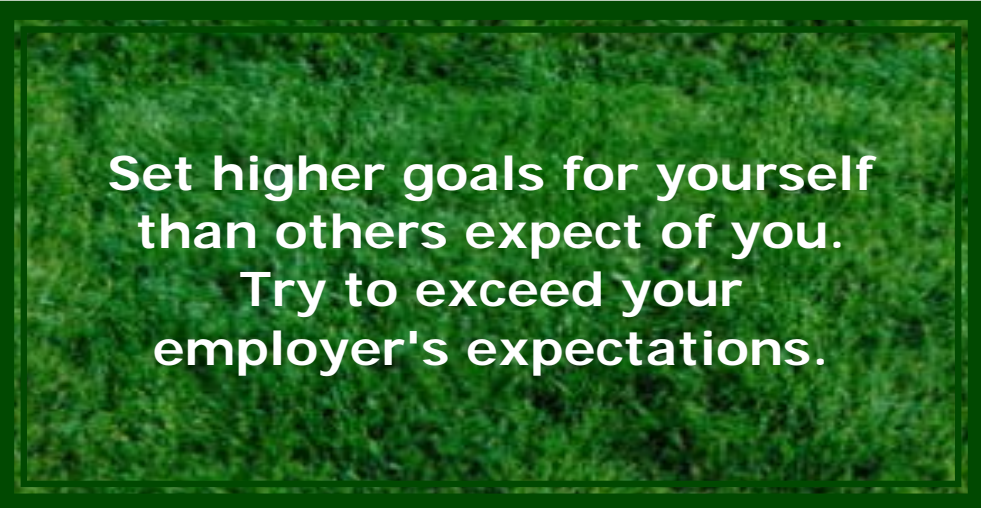
Section 3 – Example Life Lessons

An abstract background with swirling patterns of deep purple, magenta, and red, creating a sense of depth and movement.

**Your integrity defines who you are.
You either have integrity or you don't.
You are either honest or you aren't.
There is no middle ground.**

A light beige background with several bright white lightning bolts striking across it, creating a dramatic and energetic effect.

**Your first job sets the tone for
your entire career.
Dedicate yourself to success.
Don't accept anything else.**

A close-up, top-down view of lush green grass, with individual blades clearly visible, creating a textured and vibrant background.

**Set higher goals for yourself
than others expect of you.
Try to exceed your
employer's expectations.**

**Be loyal to your employer and
those who direct your work.
Never say disparaging
remarks about them.
Work in their best interest.**

**Take responsibility
for your mistakes.
Openly accept responsibility
without becoming defensive or
shifting blame to others.**

**Approach problems as
opportunities.
Maintain a positive outlook.**

**Take ownership of the
quality of everything you do.**

**Even small issues can
affect your reputation.**

Be the best, yet remain humble.

Never arrogant.

Never "above" others.

**Establish and maintain positive
professional relationships.**

**Respect your co-workers,
even when you don't
share their opinion.**

Everyone likes some elements of their job more than others. Approach all of your assigned tasks with responsibility and a sense of urgency, not just those tasks that you enjoy most.

Maintain an organized and clean work environment.

Dedicate yourself to your career growth.
Continually strive to improve your skills.

**Learning comes easiest and fastest
when you admit to yourself
you don't know everything.**

**You will continue learning new
things your entire career.**

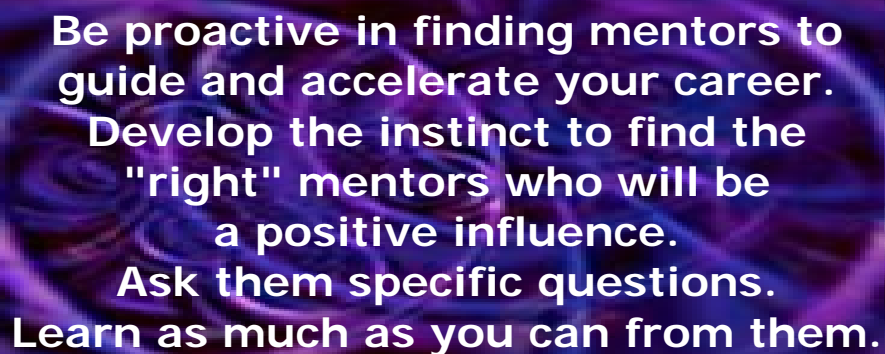
Dedicate yourself to always learning.

**Strive to minimize your
employer's costs and work to
increase the value/effectiveness
of the organization.**

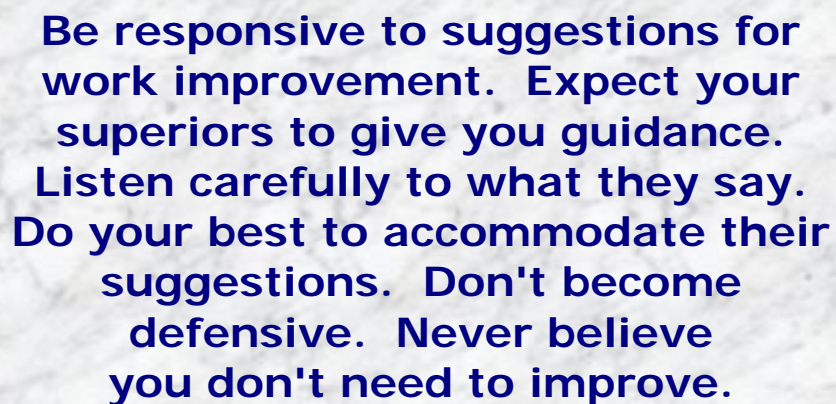
**Be patient when dealing with
those who have less knowledge.**



**Dedicate yourself
to the highest ethics,
and success will find you.**



**Be proactive in finding mentors to
guide and accelerate your career.
Develop the instinct to find the
"right" mentors who will be
a positive influence.
Ask them specific questions.
Learn as much as you can from them.**



**Be responsive to suggestions for
work improvement. Expect your
superiors to give you guidance.
Listen carefully to what they say.
Do your best to accommodate their
suggestions. Don't become
defensive. Never believe
you don't need to improve.**

**Keep yourself fit.
Take responsibility for your
physical condition and health.
Commit to a regular exercise
program for the rest of your life.**

**Be charitable.
Share with others who will
benefit most.**

**Be thrifty.
Strive to save at least 10% of
every dollar that you earn.**

**Develop a sense of
community service.
Adopt a project that
improves the community.
Devote time to making
the world a better place.**

**Be confident of our love.
No matter what happens in
your life always know that
we love you unconditionally.**

**Continue your regular
dialog with God.
Take an active role in leading
others in spiritual issues.**

Section 4 – Using Word to Tailor the Life Lessons

We encourage you to tailor the Life Lessons for the specific needs of each youth. If you have downloaded the .doc version of this document you can use Word to make modifications. The following instructions are intended to help those who are familiar with Word but may require assistance with a few of the less-common features.

- ▶ **Changing the number of lines of text within a Life Lesson** – When you change the number of lines of text within a Life Lesson you will also need to change the internal margin for the top of the text (i.e., where the text begins relative to the top of the Life Lesson box). This is accomplished as follows:
 - Right-click the border of the desired Life Lesson.
 - Click "Format Text Box".
 - Click the tab labeled "Text Box"
 - Change the "Top" internal margin as follows:
 - If you have 1 line of text, change to .85
 - If you have 2 lines of text, change to .70
 - If you have 3 lines of text, change to .55
 - If you have 4 lines of text, change to .40
 - If you have 5 lines of text, change to .25
 - If you have 6 lines of text, change to .10

- ▶ **Changing the color of the border for a Life Lesson** – When you change the border color for a Life Lesson you will also need to use the Format Text Box feature. This is accomplished as follows:
 - Right-click the border of the desired Life Lesson.
 - Click "Format Text Box".
 - Click the tab labeled "Colors and Lines".
 - Click the drop-down arrow for "Line - Color".
 - Change the color as desired.

- ▶ **Changing the font or the color of text in a Life Lesson** – When you change the font or the color of text in a Life Lesson you risk a bug in Word that causes the font and/or color of ALL Life Lessons in this document to also change. This can be avoided as follows:
 - Highlight all of the text EXCEPT the punctuation at the end.
 - Right-Click the highlighted text.
 - Click Font.
 - Change the font and/or the color as desired.

- Click OK to save.
- Delete the punctuation at the end (which is still the prior font/color).
- Click somewhere in the text that is the new font/color.
- Now click at the end of the text and then re-key the punctuation.

► **Changing the background color/graphics for a Life Lesson** – Changing the background color or graphics for a Life Lesson also requires use of the Format Text Box feature. This is accomplished as follows:

- Right-click the border of the desired Life Lesson.
- Click "Format Text Box".
- Click the tab labeled "Colors and Lines"
- Click the drop-down arrow to the right of "Fill – Color".
- Click "Fill Effects".
- There are four tabs here that enable you to do many things to the format of the Life Lesson background. Have fun...

Section 5 – Blank Life Lessons





