



Life Management & Organizational Skills

Course Outline

This program is a 4-hour program, two hours per week.

- Create a budget
- Keep your finances records organized
- Organize all passwords, accounts, and important documents in a safe place for reference
- Use a credit card responsibly, avoiding debt
- When/how to pay taxes
- Time management
- Keep a daily calendar
- Calculate a tip
- How to split a check amongst friends
- Address an envelope
- Write a check
- Balance a checkbook
- Pack smarter
- Back-up information on your computer and other devices
- Manage/clean-up your social media accounts

Professional Skills

- Write a resume
- Draft a cover letter
- Professionally formatting your emails
- Write thank you notes
- Network