



# CAREERMAP

## REPORT

# SAMPLE STUDENT

# REPORT

## Your Career Map Member information

**Report for:** XXXX

Date of Birth: DD-MM-YYYY

Email Address: [yyy@zzz.com](mailto:yyy@zzz.com)

## Your college Information Summary

### Understanding Your Career Map Report

Congratulations on taking a proactive position in shaping your future. The information in this report provides personal insight about your strength and opportunity areas and your desired course of study.

What's in the Report?

- A detailed Student Action Plan for analyzing the report and making your final decision
- Your top five chosen majors matched to your behavioral blueprint
- The Top 10 majors that are most closely matched to your innate strengths
- Definitions and scores for each of the 33 behaviors that contribute to your primary major
- A Coaching Guide with detailed descriptions of your behavioral strengths, opportunity areas, and practical suggestions and resources to help you develop and grow in those areas

## Student Action Plan

Congratulations on taking a proactive position in shaping your future. Your role, as an active learner, is to carefully examine your strengths and opportunity areas in an effort to obtain knowledge and gain personal growth.

1. **Read the Report:** Read through the entire report and make notes on things you may have discussed during your feedback session.

- Keep an open mind and try not to get defensive if something seems off to you. Remember that these results are based on your answers.
- Spend some time thinking about your talents, behaviors and interests, and reflecting on the majors/careers in which you would be most successful. Ask others who know you well to offer insights about your personality and the types of majors you are considering.

2. **Bookmark Resources:** For each strength and each opportunity explore the resources listed in the coaching guide. Bookmark the ones you find particularly useful.

3. **Don't be Discouraged:** If you scored low in an area that you really like (Business, for example), you may enjoy the intellectual give-and-take of negotiating, but need to work on your communication or emotional composure skills to excel in that field. Career Map will start you on a path to help you develop behaviors to reach your career aspiration; that is what college is for!

3. **Explore Options:** Your top 10 major matches may not be exactly what you expected. Be careful not to quickly dismiss any option. There are usually many different career paths that can be tied to one major—some of which you may not have considered before, or even knew existed. Perhaps you really love music, but don't know how to play any instruments. There are many different career paths one can take that don't involve performing at all. Music majors can also be teachers, composers, talent agents and recording technicians. They can develop music software, maintain music libraries or lead groups in music therapy.

4. **Research the Majors:**

- Interview someone who works in the industries related to your top majors. Ask friends, relatives and college/career counselors for contacts to various adults currently working in those fields. The interview can be done over the phone, through email or in person (best choice).
- Shadow a professional in the field you are considering. This a great way to get a realistic, first-hand preview of the careers and industries you're considering. Counselors or college professors can often connect students with adults in various professions.
- Use the Explore Majors function on the Career Map home page.

5. **Narrow it Down:** Once you have narrowed down your list, compare your options based on criteria such as:

- Which schools offer the desired major?
- The job market/prospects for employment in that major
- The educational requirements for the career (advanced degrees, graduate school, internships, etc.)
- earning potential/salary
- The possibility of a double major and the ramifications of that (additional time to graduate, extra cost, stress, etc.)

## Majors

This section illustrates how well you match up with your selected primary major as well as the four other majors you selected that constitute your Top Five. Further, it provides suggestions on ten alternative majors that may be good matches for you. Of the more than 100 majors analyzed, your Top 10 major matches listed at the bottom of this page were found to be the best fit to your abilities.

<p><b>Management</b></p> <p>Please review the Profile sections to identify any factors that fall below the desired range.</p>	
<p><b>Art</b></p>	
<p><b>Marketing</b></p>	
<p><b>Psychology</b></p>	

## Top 10 Major Matches

Art  
 Epidemiology  
 Film Studies  
 Food and Agriculture  
 Gerontology

Information Systems  
 Marine Science  
 Material Science, Engineering  
 Metallurgy  
 Minorities

## Profile (Top 11)

This section shows the Profile (Top 11) behaviors associated with your Primary major - Management.

Profile (Top 11) (10 of 11 are matches)	Opportunities			Satisfactory			Strengths			Opportunities
<b>✓ Planning</b> Thinking and organizing strategies, for either near or long-term.						—	—	—	—	
<b>✓ Structure</b> Creating order and staying organized.						●				
<b>Creativeness</b> Envisioning new options, either practical or theoretical.	⊙					—	—	—	●	
<b>✓ Self Responsibility</b> Taking personal accountability.						—	—	—	—	
<b>✓ Goal Orientation</b> Seeking challenges toward reaching objectives.						—	—	—		
<b>✓ Learning Style</b> Advancing knowledge, skills and abilities.						—	—	—	●	
<b>✓ Influence</b> Gaining acceptance of ideas.						—	—	—	—	
<b>✓ Assertiveness</b> Being assertive and taking charge.						—	—	—	●	
<b>✓ Initiative</b> Taking action without being told.						—	—	—	●	
<b>✓ Time Competency</b> Managing time efficiently.						—	—	—	●	
<b>✓ Communications</b> Giving and receiving information.						—	—	—	●	

✓ = Match with Success Profile

● = Behavior Score

⊙ = Self-Rated Score

— = Desired Range Based on Success Profile

## Profile (Middle 11)

This section shows the Profile (Middle 11) behaviors associated with your Primary major - Management.

Profile (Middle 11) (10 of 11 are matches)	Opportunities			Satisfactory			Strengths			Opportunities
<b>✓ Presentation Style</b> Holding others' attention while presenting.					—	—	—			
<b>✓ Commitment</b> Supporting the organization's goals and directives.			—	—	—					
<b>✓ Conflict Management</b> Weighing in on and resolving differences.			●				—	—		
<b>✓ Negotiating</b> Bargaining effectively for a strongly held position.						●	—	—		
<b>Closure</b> Agreeing upon and completing courses of action with others.						●	—	—	—	
<b>✓ Instructiveness</b> Coaching, teaching or sharing information with others.				—	—	—				
<b>✓ Decisiveness</b> Choosing a course of action with speed and ease.							—	—		
<b>✓ Listening</b> Seeking to understand what others are saying.					—	—	—			
<b>✓ Schedule Orientation</b> Creating and meeting time commitments.					—	—	—		●	
<b>✓ Task Completion</b> Staying with a task until it has been thoroughly accomplished.					—	—	—	—		
<b>✓ Vitality</b> Maintaining energy and stamina.					—	—	—	—		●

✓ = Match with Success Profile    ● = Behavior Score    \* = Self-Rated Score    — = Desired Range Based on Success Profile

## Profile (Bottom 11)

This section shows the Profile (Bottom 11) behaviors associated with your Primary major - Management.

Profile (Bottom 11) (8 of 11 are matches)	Opportunities			Satisfactory			Strengths			Opportunities
<b>✓ Concentration</b> Focusing and avoidance of distractions.						—	—	—		
<b>✓ Response to Change</b> Modifying work practices to accommodate new direction.						—	—	—		
<b>✓ Competitiveness</b> Obtaining advantage through team or individual effort(s).						—	●	—		
<b>Emotional Composure</b> Maintaining professionalism and poise.			●			—	—	—		
<b>✓ Ego</b> Gaining respect and demonstrating confidence.					—	—	—			
<b>✓ Detail Orientation</b> Attention to facts and experiences making one a competent and skilled expert.		—	—	—			●			
<b>✓ Intimacy</b> Sensing what others are feeling and responding to their needs.			—	—	—		●			
<b>✓ Sociability</b> Building a network of relationships.						—	●			
<b>✓ Authority Relationships</b> Demonstrating cooperation and respect for leaders.						—	●	—		
<b>Mobility</b> Accommodating to requirements for moving about and/or travel.				—	—	—				●
<b>Intensity</b> Effectively controlling stress.		●				—	—	—		

= Match with Success Profile    
 = Behavior Score    
 = Self-Rated Score    
 = Desired Range Based on Success Profile

## Definitions

**Assertiveness** - Being assertive and taking charge.

**Authority Relationships** - Demonstrating cooperation and respect for leaders.

**Closure** - Agreeing upon and completing courses of action with others.

**Commitment** - Supporting the organization's goals and directives.

**Communications** - Giving and receiving information.

**Competitiveness** - Obtaining advantage through team or individual effort(s).

**Concentration** - Focusing and avoidance of distractions.

**Conflict Management** - Weighing in on and resolving differences.

**Creativeness** - Envisioning new options, either practical or theoretical.

**Decisiveness** - Choosing a course of action with speed and ease.

**Detail Orientation** - Attention to facts and experiences making one a competent and skilled expert.

**Ego** - Gaining respect and demonstrating confidence.

**Emotional Composure** - Maintaining professionalism and poise.

**Goal Orientation** - Seeking challenges toward reaching objectives.

**Influence** - Gaining acceptance of ideas.

**Initiative** - Taking action without being told.

**Instructiveness** - Coaching, teaching or sharing information with others.

**Intensity** - Effectively controlling stress.

**Intimacy** - Sensing what others are feeling and responding to their needs.

**Learning Style** - Advancing knowledge, skills and abilities.

**Listening** - Seeking to understand what others are saying.

**Mobility** - Accommodating to requirements for moving about and/or travel.

**Negotiating** - Bargaining effectively for a strongly held position.

**Planning** - Thinking and organizing strategies, for either near or long-term.

**Presentation Style** - Holding others' attention while presenting.

**Response to Change** - Modifying work practices to accommodate new direction.

**Schedule Orientation** - Creating and meeting time commitments.

**Self Responsibility** - Taking personal accountability.

**Sociability** - Building a network of relationships.

**Structure** - Creating order and staying organized.

**Task Completion** - Staying with a task until it has been thoroughly accomplished.

**Time Competency** - Managing time efficiently.

**Vitality** - Maintaining energy and stamina.

## Coaching Guide:

The Coaching Guide provides practical suggestions and resources to help you further develop your strength and opportunity areas.

### Opportunity Areas

These are behaviors for which you scored either low or very high. The coaching guide will identify these behaviors and provide you with suggestions and resources to help you improve them.

### Strength Areas

Most people think they do not need to invest in behaviors that are identified as strengths. Just the opposite is true; your strengths will help you to reach your goals in life and should therefore be continually developed and leveraged.

\*Occasionally, a student will receive two scores for one behavior (called a "split score"). This means there is a significant gap between your actual score in a behavior and how you rate yourself for that same behavior. Some students will rate themselves higher than actual and others perceive themselves lower than their actual scores.

## *Strength Areas*

### Assertiveness

You are a confident person. Your classmates see you as strong and opinionated, yet you love to hear others' ideas. If someone dismisses your suggestion, you don't give up. Instead, you keep trying to explain your point of view. You have a winning attitude and are a good role model for introverted students who would otherwise give up too quickly.

**Suggestions:** Participating in sports is a great outlet for you. In school, try out for organized sports teams or participate in other competitive activities, such as academic teams, debate, chess or mock trial. This will allow you to channel your self-confidence and inspire others with your perseverance.

- Be direct in making your greeting. Pronounce clearly the name of the other person(s); exhibit good posture; don't fidget; position yourself to be easily heard and to hear others without difficulty.
- Talk positively about the future; inform others about your objectives and indicate confidence in achieving those objectives.
- Ask questions rather than only answering. Conflict and Negotiation:
  - <http://www.cyh.com/HealthTopics/HealthTopicDetails.aspx?p=243&np=291&id=2183#3>
  - Read *Speaking Up*, by Mark Ruskin
  - Read *Leading with Kindness*, by William F. Baker & Michael O'Malley

**Activities:** Participate in any clubs or activities where you are working in groups, voicing your

opinion and making presentations.

- Theater
- Debate
- Model UN
- School Government
- Be an advocate for a person or an organization.

**College Tips:** Your ability to assert yourself will give you a wide range of possibilities for succeeding in college. You will be able to hold your own in a large or small campus setting. Get involved with a cause you can advocate for.

## Competitiveness

Being competitive is one way you show self-confidence and a willingness to put your skills to the test. You are open to challenges and that shows your friends that you are a person who gets things done and takes pride in your work. You play by the rules and expect your classmates to do the same.

**Suggestions:** Find a school and a major that offer opportunities for competition, both within the school environment and between other schools (e.g., sports, debate, chess clubs, academic competitions, etc.).

- Make a written list of your goals and review them with an individual for whom you have respect, such as a counselor, coach, parent or friend.
- When working in groups, make sure you know your facts. Knowledge is power and it will give you the confidence to put forth and defend your ideas.
- Collaborative learning - Study Guides: <http://www.studygs.net/cooplearn.htm>
- Working in groups - Deakin University: <http://www.deakin.edu.au/current-students/study-support/study-skills/handouts/groups.php>
- Consider entering competitions that reward various skills and talents such as writing, photography, science, math or performing.
- When possible, participate in a competitive sport; prepare yourself physically by having a thorough examination and by establishing and sustaining an appropriate health and physical fitness conditioning regimen.
- Read "The Success Principles for Teens: How to Get From Where You Are to Where You Want to Be" by Jack Canfield, Kent Healy.
- Read "The Wisdom of Teams" by Jon R. Katzenbach and Douglas K. Smith.
- Read "10-Minute Toughness: The Mental Training Program for Winning Before the Game Begins" by Jason Selk.

**Activities:** Look for opportunities to join clubs that have a competitive component.

- Moot Court
- Investment Club
- Model UN
- DECA/Delta Epsilon Chi
- Debate Club
- Academic Teams
- Organized Sports

**College Tips:** Find a school and a major that offer opportunities for competition, both within the school environment and between other schools (e.g., sports, debate, chess clubs, academic competitions, etc.). When looking for a good-fit college environment, evaluate the degree of academic competitiveness that exists among students. Although you thrive in competitive environment, it is helpful to identify where on the scale you would be happiest.

## Creativeness

You always seem to be able to offer an infusion of creative ideas on any subject. Your excitement makes your classmates want to talk about the ideas in-depth. When you are talking with others in general, people tend to ask you for more detail about your ideas. You make them feel comfortable agreeing with you.

### Suggestions:

- Familiarize yourself with techniques that stimulate creative thinking such as those found on Virtual Salt Creative Thinking Techniques website: <http://www.virtualsalt.com/crebook2.htm>
- Combine and recombine ideas, images and thoughts—no matter how weird they seem.
- Volunteer to work on jobs that are difficult and ones that present a challenge to you.
- Listen to the ideas of others; suspend quick judgment about ideas; say, "Tell me more. I would like to hear what you have to say." Solicit the ideas of others by demonstrating interest in what they have to say.
- Develop an interest in creative expression by visiting museums, art shows and musical events.
- Read *The Seeds of Innovation: Cultivating the Synergy That Fosters New Ideas*, by Elaine Dundon.
- Read *Lateral Thinking*, by Edward de Bono

### Activities:

- Photography
- Yearbook
- Creative Writing
- School Newspaper
- Audio Visual/ Film
- DECA/Delta Epsilon Chi

**College Tips:** Look for colleges that offer ease of movement between different majors. Some colleges, by design, make it difficult to double major or major and minor in fields of study that are quite different. When looking at school catalogs, consider programs that will expand your interests beyond a major field of study. Take an elective that puts you outside your comfort zone and relies heavily on creative thought. Explore electives that encourage creativity, such as art, writing, theatre and dance.

## Decisiveness

You are able to make well-thought-out decisions after considering all your options and this is a great skill to have. The ability to make good decisions will be valuable regardless of the road you take in

life. However, decision-making is a skill that needs to be exercised in order to become stronger. Now and then, evaluate the tough decisions you have made not only for their outcomes, but for the process you used to make them.

**Suggestions:** Be sure to set deadlines for making decisions so that you allow yourself enough time to gather facts, review the facts, and make your final judgments. Make note of schools that offer accelerated programs to enhance your studies. Lend some clarity to the process when friends are struggling to make decisions. The exercise will help you as much as it helps them.

- Employ the worst-thing-that-could-happen logic and determine whether you could live with the outcome. This will help you narrow down the options to a field of outcomes you can live with.
- There is only so much research you can do once you have your final options before you. At that point, you have to go with your gut. Your brain has been gathering information about this decision that you are not even aware of. Let your inner voice speak to you—it is usually right.
- All the inner voices, research and analysis in the world can't protect you from making poor choices from time to time. Poor choices give you the opportunity to learn and grow.
- Every time you are indecisive, you are strengthening that trait. Eventually it will overtake your decisive trait. It is like having two trees but only giving water and nutrients to one. One grows, the other does not. You need to work out the trait of decisiveness like a muscle at the gym.
- Don't give up the power to make your own decision by letting someone else make it for you. The more decisions you make, the more confident you will become and the easier it will get.
- [http://www.ehow.com/how\\_4536802\\_overcome-indecisiveness.html](http://www.ehow.com/how_4536802_overcome-indecisiveness.html)
- [www.decision-making-confidence.com/how-do-i-make-good-decisions.html](http://www.decision-making-confidence.com/how-do-i-make-good-decisions.html)
- <http://www.divinecaroline.com/22189/76069-i-m-decider--overcome-indecisiveness/3>
- Read *How to Speak and Listen*, by Mortimer Adler.
- Ask yourself the question, "What does freedom really mean if I leave the decision making to someone else?"
- Read *Smart Choices: A Practical Guide to Making Better Life Decisions*, by John Hammond, Ralph Keeney, and Howard Raiffa.

**Activities:** Get involved in any activities that require you to make decisions.

- Yearbook
- School Newspaper
- Student Government
- Sports
- Event Planning Committees
- DECA

**College Tips:** It should be fairly easy for you to evaluate programs and majors at several different colleges. After your comparison, you will know all the pros and cons and can make an informed decision. There are many data sources for comparing college programs, selectivity and culture. Sometimes too much information is dangerous. Beware of lists ranking colleges based on particular attributes such as best dorms or best food or Greek life. More than likely, this data was gathered by student surveys where the number of participants was very small.

## Initiative

**Explanation:** You need minimal guidance or direction to take action toward a goal. When you have an idea or see a need your natural instinct is to act on it.

**Suggestions:** In group situations, use your strong initiative to set a good example for your peers. Often times, students want to act on an idea but do not have the confidence to do so. Encourage group members who make good suggestions to act on them. Work on honing your planning and time management skills to help you accomplish the things you set out to do.

- Start a club or community service organization at your school.
- If you interpret an assignment in a way that may be a little different, share your vision with your teacher. Ask your teacher if it would be okay to take this different approach in completing the assignment.
- Take a class that relies on free expression, such as art, acting, photography or creative writing. This will give you practice responding to assignments with very few parameters.
- Evaluate your performance according to objective criteria rather than the judgments of others.
- From a career application, this offers a great visual for taking initiative:  
[http://decker.typepad.com/welcome/2007/01/career\\_tip\\_5\\_ta.html](http://decker.typepad.com/welcome/2007/01/career_tip_5_ta.html)
- <http://www.about-personal-growth.com/initiative.html>
- Read *Pulling Your Own Strings*, by Wayne Dyer, Ph.D.
- Read *First Things First*, by A. Roger Merrill and Rebecca R. Merrill.

**Activities:** Get involved in clubs or organizations where the teacher/advisor employs a very hands-off approach, giving the students a great deal of autonomy. Try to suggest doing something that has never been done before in one of the clubs to which you belong. Get involved with at least one activity that nurtures freedom of thought and expression:

- Photography
- Theatre
- Dance
- Art
- Creative Writing
- School Newspaper
- Yearbook
- Science
- Audio Visual/Film

**College Tips:** You appreciate the variety of classes that most colleges offer. Because you value the freedom to make your own decisions, you will be sure to take a good look at what courses are available and you will welcome their diversity. Your independence will make it easy for you to immerse yourself in college culture. Get input from friends, trusted adults and current students regarding the colleges/majors you are exploring. Encourage them to ask you questions and offer their own comments; this will help you think through every angle.

## Learning Style

With your natural curiosity and confidence to ask questions, you are able to take full advantage of opportunities to learn new things from others. Your sincerity and mannerisms encourage others to elaborate. By making mental or written notes, you tend to remember what you have learned and will happily share it. You take pride in being knowledgeable about things; that motivates you to continue seeking information.

**Suggestions:** You are inclined to check the facts you hear from others, which is a useful trait when completing class assignments. Set personal goals and learning objectives for each of your classes; do more than what is required and critically review ideas. Understanding the way in which you learn

(active, intuitive, visual, verbal...) and feeding you brain information in that way, will make learning easier.

- Take the learning style assessment below, then click on the descriptions page to understand the way your brain likes to learn.  
North Carolina State University: Richard M. Felder, Barbara A. Soloman: Learning Styles Assessment: <http://www4.ncsu.edu/unity/lockers/users/f/felder/public/ILSpag.html>  
Description of Learning Styles:  
<http://www4.ncsu.edu/unity/lockers/users/f/felder/public/ILSdir/styles.htm>
- Read *Change Your Questions Change Your Life: 7 Powerful Tools for Life and Work*, by Marilee G. Adams, Ph.D.
- Read *What You Can Change and What You Can't*, by Martin Seligman, Ph.D.
- Read *Breaking Free*, by David Noer.

**Activities:** You have a zest for learning and probably want to extend that beyond the classroom. Clubs and sports are great options for you as long as you do not spread yourself too thin by involving yourself in too many things. If you do, you will end up being stressed out and feeling as if you are not involved enough with any of them.

**College Tips:** When looking at schools, note the availability of resources: how extensive is the school's library and learning center and what are its operating hours? What are the learning opportunities that exist beyond the classroom (research, internships, study abroad, lectures)? Does the college have an honors program and can you qualify for it? If you do not have the qualifications now, can you apply after your first semester or Freshman year? You will excel in classes that require facts to be proven correct, such as journalism, science and history. Expose yourself to different methods and techniques of learning (i.e., case studies, small group discussions, lectures, workshops, etc.).

## Schedule Orientation

You are very good at arranging your schedule so that you are able to meet all of your responsibilities. By allowing yourself enough time to rest, exercise and complete your assignments, you should feel satisfied that your energy was well spent.

**Suggestions:** In those instances when you find yourself stressed and feeling overwhelmed by the commitments you have versus the time you have allotted, think about the contributing circumstances. Did you underestimate the time required? Were there unforeseen events? Taking a look at what went wrong will help you further plan for the future.

- Resist the inclination to use a calendar/scheduling system in an inconsistent manner.
- When you do use a system, force yourself to take the extra minute to record all your obligations even if you think you will remember it. When your plate gets really full it is easy to forget things.
- If all your obligations, due dates, and tests are recorded, you will be better able to plan and manage your time.
- Do a weekly time audit, reviewing how you spend your time over a week. Adjust your schedule so it meets the priorities you have.
- Keep appointments; let people know if you have difficulty keeping an appointment, meeting a deadline or if you are going to be late.
- When someone asks you to do something that interferes with your schedule of commitments,

let them know what your commitments are and encourage them to adjust their request(s).

- Allow a few minutes at the beginning and end of each day/week to review your schedule and any possible conflicts or difficulties in fulfilling commitments.
- Do not over-schedule yourself; allow enough time for travel, eating, exercise and rest.
- Dartmouth College Time Management: <http://www.dartmouth.edu/~acskills/success/time.html>
- University of Texas Time Management:  
[http://www.utexas.edu/student/utlc/learning\\_resources/#time](http://www.utexas.edu/student/utlc/learning_resources/#time)
- Read Time Tactics of Very Successful People, by B. Eugene Griessman.

**Activities:** Further develop your scheduling skills by taking on a project management role for a club or organization with which you are involved.

**College Tips:** If you have never used a scheduling system before, college is the time to start. You may have been able to get away with avoiding calendars or planners in high school because you saw your teachers and classmates every day. This provides regular reminders that help keep your commitments in the forefront of your thoughts. The college schedule is quite different; you may only have a class once per week. Setting up a workable schedule freshmen year will be critical for your overall success. Try to evenly balance classes, taking some that require a great deal of reading and writing and some that are more hands-on. Build in enough time between classes to get your work done and handle the unexpected. Look at your week as a whole and make sure the weight is evenly distributed. A well-designed schedule in terms of course selection and time will contribute greatly to a smooth adjustment to college. It will also give you the opportunity to participate in college activities and social events. Your biggest challenge will be to use whatever scheduling system you choose consistently!

## Time Competency

Once you decide what it is you wish to achieve, you move forward with determination. You are dedicated to reaching your goals and you arrange your time efficiently in order to do so. Not only are you adept at avoiding trivial interruptions, you have very high levels of concentration and focus.

**Suggestions:** Be prepared: when classmates become aware of your good study habits, they may repeatedly ask you for help. While it is generous to assist your peers, you cannot allow these distractions to take up too much of your time or prevent you from completing your own work well and on time.

- Attempt to pace your workload, write your deadlines and study times down on your calendar and avoid last-minute cramming.
- When you sit down to do schoolwork, schedule your breaks at predetermined points within the material you have to cover, not time intervals.
- Keep a weekly/daily log of the time you have allotted for schoolwork. Review it weekly to compare the work you planned to do versus the work you actually accomplished. If you are not accomplishing what you set out to do, you are either not using your time efficiently or you are not allotting enough time to realistically meet your workload.
- Do not schedule a task or activity for every minute of every day. A steady, balanced pace is usually more sustainable and productive.
- Review your work and activity schedule at the beginning and end of each day, if necessary, so as to avoid conflicts and to allow ample time for dealing with top priority matters.
- Divide up your days and weeks into blocks of time to make them more manageable. Complete your most critical priorities first and at the time of day when you are most productive.

- Work on more difficult tasks at the time of day when personal alertness and energy are at a peak. Keep a daily calendar book that has adequate space for notations on hand.
- Time Management: <http://www.studygs.net/timman.htm>
- Time Management Resources- videos and downloadable calendars: <http://www.dartmouth.edu/~acskills/success/time.html>
- Read How to Get Control of Your Time and Your Life, by Alan Lakin.

## Vitality

You have a healthy energy level that allows you to manage your school workload and your extracurricular interests. You gain a sense of pride when you achieve and maintain fitness, health or educational goals, such as running a 5K or 10K, hiking a mountain trail, or cutting back on the sugar and soda in your diet. Playing team sports or simply getting together with friends for afternoons of Frisbee golf or sledding are other great ways to pursue an active lifestyle.

**Suggestions:** As you work toward your educational and career goals, continue to build time into your schedule to maintain good health. Maintaining this combination of academic and physical activity will provide you with a beneficial balance in your semester.

- Breathe Deeply. Belly breathing is a deep breathing method that forces your breath to the bottom of your lungs. Regular deep breathing has various health benefits, such as increased energy. The following link will provide instruction: <http://www.drweil.com/drw/u/ART00521/three-breathing-exercises.html>
- The Science of Breathing by Sarah Novotny and Len Kravitz, Ph.D.: <http://www.unm.edu/~lkravitz/Article folder/Breathing.html>
- Eat a balanced diet and don't skip meals. The American Dietetic Association has a comprehensive website on nutrition. You can even read reviews of popular diets: <http://www.eatright.org/>
- Make a list of those things that most often deplete your energy and stamina. Determine if some of these "drainers" can be dropped or modified from your routines.
- Incorporate regular exercise through sports, dance or physical conditioning.
- Participate in group problem-solving sessions aimed at maintaining high levels of morale and a high caliber of work performance.
- Maintain good health habits and an appropriate balance between school, rest and relaxation; have regular physical, dental and optical examinations. Tips on boosting energy: <http://www.cnn.com/2008/HEALTH/conditions/04/09/healthmag.energy/index.html>
- Read The Power of Full Engagement: Managing Energy, Not Time, is the Key to High Performance and Personal Renewal, by James E Loehr, Jim Loehr, Tony Schwartz.
- Read Food: Your Miracle Medicine, by Jean Carper.

**Activities:** As a student, you are often doing things you have to do, whether you have an interest in them or not. Spend your time outside of class doing things that nourish your body and your spirit. When you are doing something you are passionate about, it energizes you.

**College Tips:** You need to be able to apply your energy to completing assignments, writing papers and focusing in class lectures or discussions. Factors that often contribute to low energy include an inadequate diet, too little rest, not enough exercise, and physical or emotional conditions. Although it is important to look at academic selectivity, breadth of majors and career services at prospective colleges, it is also important to take into account things that contribute to your well being. Student

athletic and wellness programs, the availability of healthy foods, the weather, distance from home and social culture all affect your state of mind and ultimately your vitality.

## ***High Marginal Areas***

### **Mobility**

You are a person who is always rushing about. You like to be busy, active and involved in numerous activities/events at all times. You may also exhibit behaviors such as eating too fast, speaking too quickly, and not being easily accessible because of your busy schedule. You never seem to have enough time to complete all the things on your to-do list.

**Suggestions:** Resist the inclination to say yes to everything, thereby crowding your schedule with unnecessary commitments. You have to allow enough time in your life to be able to handle your core responsibilities well. Be sure to balance your need to move and explore with staying put long enough to achieve tasks and finish requirements.

- Avoid rushing through meals or skipping mealtimes; maintain a regular, unhurried routine in order to nourish yourself properly.
- Leverage the time you have by utilizing time-management techniques. This will free up some space in your schedule, allowing you to experience more opportunities.
- Do not spread yourself too thin; if you do, you risk becoming the “jack of all trades and master of none.”
- When you are involved in an activity, stay in the present moment; avoid thinking about the next step.
- Practice deep breathing exercises; they help you to gain composure.
- The Science of Breathing By, Sarah Novotny and Len Kravitz, Ph.D.:  
[http://www.unm.edu/~lkravitz/Article folder/Breathing.html](http://www.unm.edu/~lkravitz/Article%20folder/Breathing.html)
- <http://www.drweil.com/drw/u/ART00521/three-breathing-exercises.html> Participate in
- programs such as People to People:  
<http://www.peopletopeople.com/OurPrograms/Pages/default.aspx>
- Attend a sleep-away summer camp, work as a camp counselor or attend a high school summer program on a college campus. It is a great way to meet kids from other places.
- Read The power of Full Engagement, by Jim Loehr and Tony Schwartz.
- Read The Relaxation Response, by Herbert Benson, M.D.

**Activities:** You very well might be involved in too many things. This prevents you from fully experiencing any one of them and it intensifies the hectic nature of your schedule. Carefully examine the clubs or activities with which you are involved and pare it down to a smaller number.

- Art
- Photography
- Writing
- Yoga
- Music
- Dance
- Technology

**College Tips:** Your adventurous nature will assure you of unlimited geographic possibilities in regard to colleges. When choosing a location, explore the public transportation options and proximity to other cities for possible internships and fun day trips. Find out how well developed the study

abroad programs are at your top school choices.

## ***Opportunity Areas***

### **Commitment**

Before you make a decision, you are careful to look at what each option will require of you. If you trust that your opinions will be handled respectfully, you will be more comfortable committing to an idea, a cause or a major. Your high standards may unnerve some people, but they will pay off in the long run.

**Suggestions:** You are not easily swayed; that will serve you well when resisting the advances of groups that do not share your belief systems or goals. However, when thinking about becoming more involved in a group whose purpose is less serious in nature, such as social organization, push yourself to give it a try.

- Be responsive and supportive of ideas that will improve efficiency and effectiveness.
- Familiarize yourself with your school's policies, rules and regulations, and observe proper protocol and tactfulness when relating to others.
- Attend college-sponsored activities and speak positively to others about your association with the college.

#### **Activities:**

- Endeavors in which you are representing your school will help you build a sense of commitment and loyalty.
- Academic Teams
- Sports Teams
- Theatre
- DECA/Delta Epsilon Chi
- Model UN

**College Tips:** Ask admissions advisors how the school or department handles students' concerns/issues? Ask current students if the college and the professors treat students with respect and professionalism. Are the students involved in helping govern the school? Talk to the professors in charge of each major you are considering; some departments may run differently than others. Attend college-sponsored activities such as sporting, academic and social events and speak positively to others about your association with the college.

## **Emotional Composure**

You are extremely open with your thoughts and feelings and don't always realize the risks of sharing your emotional ups and downs with others. You usually feel better after letting all your feelings out, but some of your classmates may question your credibility. "Losing it" from time to time is a normal part of adolescence, but you should work at creating a filter between what you are feeling and how you are acting. If you easily get angry or upset on a regular basis, your peers may view you as unstable.

**Suggestions:** : Keep a journal. Writing is a great way to vent frustrations without offending anyone. If possible, become aware of and try to avoid situations and people that act as triggers. Anticipate potentially emotional situations and prepare for them. Develop a network of friends, parents or counselors who can help you respond in more appropriate ways.

- Learn to gracefully exit from potentially explosive situations: excuse yourself and leave, then reestablish contact when you are more relaxed and constructively responsive. Speak courteously. Do not shout or use abusive language.
- Exercise, eat regularly and avoid caffeine.
- Consider a regular physical examination to identify and eliminate any potential physical causes for emotionalism.
- Work off emotional frustrations through physical exercise, reading, music or anything that helps you to diffuse.
- Practice abdominal breathing, yoga and muscle relaxation techniques.
- Rehearse and practice role-playing in situations that cause stress.
- Break up large overwhelming tasks into smaller, more attainable pieces.
- Eliminate negative self-talk (i.e., “I am going to fail Chemistry” or “I will never get a date to the prom”).
- Define your opinion by adding "why." Give supporting statements to enhance your opinion. Instead of: “I don’t want Mary to be class president.”  
Try: “While Mary is a nice person, I don’t think she has attended our school long enough to understand the concerns of our students.”
- Become an advocate for a group or cause you believe in. This is a great way to become more comfortable voicing your opinion.
- Your opinion doesn't have to be positive or popular. It should, however, be constructive and respectful.
- Life Span Rhode Island Hospital:  
<http://www.lifespan.org/services/childhealth/parenting/teen-stress.htm>
- American Academy of Pediatrics online teen stress program:  
<http://www.aap.org/stress/teen1-a.cfm>
- Read The Dance of Connection: How to Talk to Someone When You're Mad, Hurt, Scared, Frustrated, Insulted, Betrayed, or Desperate, by Harriet Lerner.
- Read Emotional Intelligence, by Daniel Goleman.
- Read Emotional Prosperity for Life, by Kevan E. Schlamowitz.

**Activities:** Get involved in at least one club or organization where you work predominately in teams. This will give you the opportunity to work on your “people skills” outside of the classroom and while doing something in which you have an interest.

- Theatre
- Student Government
- Event Planning Committees
- School Newspaper

**College Tips:** When you choose your school and major, ask if there is a current student or staff advisor whom you can talk to even before classes begin. Ask for advice on the social aspects of school as well as the academic ones. Be sure to surround yourself with a good support system of friends and family. Investigate the counseling services available at prospective schools. Many schools offer special services and activities for students during periods of high stress, such as final exams. Enroll in courses that help you develop your interpersonal communication skills.

## Intensity

There is such a thing as being too laid back or too casual—almost to the point of appearing as though you do not take seriously what others have to say. Oddly enough, you may be very serious about what is being communicated. The fact that you do not display strong reactions, however, will inevitably cause some to wonder about your real feelings.

**Suggestions:** Maintain good, steady eye contact when people are speaking to you, ask questions, and express your appreciation when information is shared with you. Request more information so that others can elaborate upon what is being said. Try to avoid zoning out when you are anxious or nervous. It may be misconstrued as boredom. Take notes if the situation allows; it may help you stay engaged.

- When you are speaking to people on the phone, try to bring up your energy level and avoid multitasking, such as doing email, watching TV or playing video games. If this is difficult, try to smile when you are speaking to someone on the phone; they will sense it.
- Some people become more intense during stressful periods while others experience diminished intensity. Begin to identify situations that are stressful and make an effort to keep your intensity level up during these periods. It may be necessary to incorporate things into your day that help you relax or infuse you with positive energy rather than stress. Music and exercise are great mood changers.
- Really laid back people often underestimate the time it will take to complete a project or assignment. Allow enough time to get your work done and to avoid having to cram at the eleventh hour. Here are some good resources for time management, procrastination and stress management:
  - Dartmouth College Video: [http://www.dartmouth.edu/~acskills/videos/video\\_tm.html](http://www.dartmouth.edu/~acskills/videos/video_tm.html)
  - Dartmouth College Time Management Resources:  
<http://www.dartmouth.edu/~acskills/success/time.html>
  - University of Texas: [http://www.utexas.edu/student/utlc/learning\\_resources/](http://www.utexas.edu/student/utlc/learning_resources/)
- Read *The Power of Full Engagement*, by Jim Loehr.
- Read *The Relaxation Response*, by Herbert Benson M.D.
- Read *From Stress To Serenity: Gaining Strength in The Trials of Life (Bringing Spirit to Life)*, by Angus Jenkinson.

**Activities:** Choose clubs, sports and organizations that you have a real interest in or passion for—not ones you think will look good on your resume or ones that your friends are joining. Connecting on a deeper level will help you maintain a good intensity level.

**College Tips:** Being “plugged in” helps increase intensity, while being anxious depletes it. It will be important for you to choose a campus culture and environment in which you feel comfortable and one that has good energy. Explore the opportunities to “plug in” academically, socially or culturally. You might feel that sense of connection through sports, service work or by exploring a nearby city.