

Life Foundation

LIFE READINESS STUDY PROGRAM

LIFE FOUNDATION – FROM STUDY SKILLS TO JOB SUCCESS-
SHOWING STUDENTS THE WAY TO A LIFE OF HEALTH AND
HAPPINESS FOR OVER 50 YEARS



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Introduction

Life Foundation has been involved in college education for over 50 years. As an IRS approved 501 c 3 non-profit organization we were the impetus for the creation of Life University almost 45 years ago by our founders Dr. Sid and Nell Williams. They not only built the educational institution Life University to become the largest chiropractic school in the world, they led the way in teaching how to succeed in life and career through their LASTING Purpose philosophy of loving, giving, and serving.

With this way of interacting with the world around you success is just a few persevering steps away and we will show you in this publication how to accomplish your goals.

When you visit our office and warehouse located in Marietta, Georgia you will understand our passion for helping you succeed. We are in close proximity of many colleges and Universities within our area including Chattahoochee Technical College, Fortis, Everest, Strayer,

and Kennesaw State to name a few you will understand our passion for helping you succeed

Since our new mission and strategic plan that was initiated in 2010 our only goal is helping college students achieve success. We do this primarily through gift donations of products with over 30 sponsors- many the leading providers of their product in their particular field.

Why do we do this? With over 50% of students not residing with their parents living below the poverty level each item or dollar towards an education is important, Life Foundation decided to take the lead in providing products, education, and scholarships when possible to our local colleges and university communities.

Currently, we have discovered over the years that even the smallest encouragement- a new piece of clothing, personal item or household product can help keep a college student's positive spirit motivated for achievement.



Our Approach

Well, now you are in college. You may be in your first semester or you may be in the middle of the quest for a degree attempting to juggle priorities and succeed personally and academically. At Life Foundation we are focused and singularly interested in helping college students succeed. You can recognize our target of focus by the Life Foundation mission statement- “Life Foundation is dedicated to providing life enhancing activities and service to the college community in the essential areas of education, wellness, leadership skills, and spiritual growth. To accomplish this mission we will identify leaders and invest in their future-one college student at the time.”

Our staff at Life Foundation have worked together for decades and can recognize the attitudes that can lead to success and how a college student can possess that fire within the belly that our founder said causes the attitude of “persistence alone being omnipotent.”



Your challenge and our contribution to your Success!

In all of life's endeavors, there are principles of conduct and mental focus that allow students to succeed. By adhering to these ways of thinking and acting you are sure to reach your goals. For instance, by tuning into the Life Foundation website-www.lfstudenthelp.org, college students can attain many necessary and unique products and services. By adhering to the principles of achievement in this brochure, students can make positive ongoing improvements on how to succeed in the modern world. So our dear students, let's start with the mindset for success and the tasks which always will get you to your goals!



Principles of Academic Success

Without education, the way forward is more difficult, so we begin with the principles for achieving an education and success. The pointers are stated in bullet points that are also enunciated upon to clarify for the student's success:

- Don't ever be afraid to seek help when you truly need it. The teachers generally will keep a student who asks questions in mind

when it comes to grading. Talking to the teacher establishes a relationship for discussions should your grade become marginal. The first step in education is to separate yourself from the crowd as a unique person with particular interests and needs.

- Do assigned homework even if it feels like busywork; recurrent exposure to the material is the way to overall success! By handing in your homework on time, every time you will begin to gain a reputation as a solid student with workman/woman values.
- Go to class and take notes, and learn how to make study sheets. Study sheets are short sentence, concepts and ideas that allow you to forecast the information that will be on your tests.
- Remember, the two keys to success in college are balancing and planning.

You don't have to be hermits to succeed in college just know when and what you are doing!



Successful Study Habits



- Go to review sessions and tutors when available. Again, separate yourself from the crowd and develop an individual personality.
- Read everything required and do it on time!
- Take small breaks when studying. Going on a study binge may seem a good idea; however it normally backfires into tiredness and diminishes motivation.
- Always get enough sleep without using it for avoidance.
- Sit in the front of the room, -- it helps the teacher in many ways to get to know you and identify you as an individual.
- Read the syllabus carefully and hold on to it for further review; the teacher has the prerogative to change it, but you will have the original for reference!
- Exercise even within the day's routine; it improves all functions.
- Make a regular study routine. Being in the groove sometimes feels like a rut, but it is a way to get things done.
- Find a good environment to study. Avoid interruptions even phone calls!



- Make sure you have the materials that you need. Stop asking your neighbor for a pencil or pen.
- Don't study too long without taking a break.
- Study difficult or boring subjects first.
- Make sure of your professors expectations- too many times people fail a test because they weren't sure what the material was or they actually answered the question actually wrong.
- Plagiarism is always wrong--- it is tempting but not a good idea.
- Keep a good attitude about your instructor; little complaints can grow into issues which are blown out of proportion.
- Remember to study two hours for every hour in the classroom.



Mechanical tips on taking notes

- knowing what to know is the first priority.

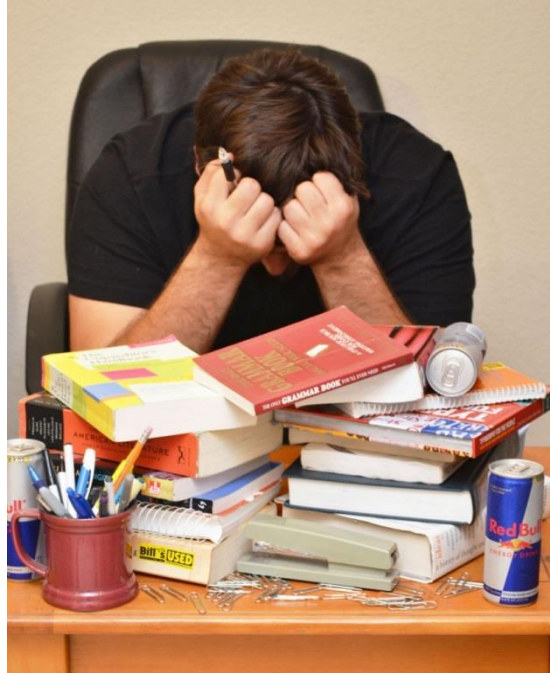


- Keep notes organized.
- Put date on notes.
- Use standard paper.
- Write notes clearly.
- Use readable abbreviations.
- Circle assignments.
- Write down examples the teacher emphasizes.
- Write important facts that the teacher says will be on the test.

Listening to teacher for doing well

- Listen for signal words- the teacher will acknowledge what is important for tests, so pay attention to summaries and key words.
- Review notes right after taking them for studying, and expand on them. Learn to be an effective reader.

How to Avoid Test taking anxiety



- Avoid cramming
- Arrive a little early
- Don't talk to other students, they may inspire you but often they can be negative and damaging to self-confidence.
- Do easy questions first then go back to the others.
- Attain relaxed concentration.
- Listen carefully to last minute instructions.
- Determine which test sections will receive the most attention.
- Change answers only when you are certain.
- Review your test before handing it in.
- Take a few deep breaths and close your eyes before you start.

Successful College Student Behaviors



1. Plan ahead, do not fall behind and recognize when the tests are coming and what you need to do to prepare for them.
2. Divide up and compartmentalize your tasks.
3. Make sure you have the equipment that you need to do your job; and don't have to borrow pens and pencils at the last moment.
4. Don't just put in time, focus on your objectives.
5. Stay emotionally on an even keel; don't let anything throw you off your calm and constant demeanor and what makes for a champion and good grades.
6. Challenge yourself to be thorough and precise.
7. Be persistent with honing and toning your work.
8. Don't shy away from comments from teachers and advisor even when challenging; whatever you fear makes one stronger.
9. Engage the professor in a positive way so they know you are trying your best.

10. Keep up a wellness program; you never know when you will face a challenge and good health will be an asset. Visualize with the feelings of success.

11. Aim high and learn from your successes and setbacks.

12. Observe your classmates and talk to the ones who appear to know the subject best.



How to Improve Your Chances of Success in College

- Always set priorities.
- Get a planner and have a clean study area.
- Reach out to tutors.
- See mistakes as stepping stones.
- Visualize the big picture.
- Obtain an upper classman mentor.
- Look up statistics on earnings for your degree.

- You are yourself; comparisons aren't vital!
- Procrastination kills.
- Take care of your body: sleep, exercise and eat well.
- Ask questions: expand your knowledge every day.
- See and recognize opportunities.

First Job Concepts and Focuses: Things to Learn From Your First Job Experience



- Needless to say, your first job is not your destiny, but it is the first step towards it.
- Watch your attitude: earn your stripes.
- Investigate in your first job the various forms of power and influence.
- Get the sense of organizational culture and power.

- Use the job to get to know yourself- what are your strong and challenging points.
- Use the job to build your skills.
- Rather than fear feedback relish it and ask for evaluations even if it is not at your rank.
- Stay on top of the company culture—read job postings.

First Job Search



- Keep your options open for all and every job in the company you are applying- say that in your resume and don't limit yourself. This allows you to be more passionate and energetic.
- Job descriptions within themselves are only a beginning never turn your nose up to something you think is below you.
- Always send Thank you notes but they should only be four to eight sentences.
- Don't discount temporary positions.
- Keep a good attitude through the ups and downs of interviewing.



- Don't accept No for an answer from a company; it might only mean for that position- even if turned down, send a thank you note.
- The hardest thing is to wait for an answer. If you are going to interact to find out, be tactful.
- Don't put tacky things on the Internet. Remove messages or private statements for social sites.
- Have a clearly defined, focused and organized approach to job search.

Before Your First Job Interview



Research the Company. Take some time to research the company so you are familiar with how they operate. There is a lot of company information available online.

Learn About the Job. Learn about the job you are looking to get. Ask yourself, "Why am I the best person for the job?" Do you know someone else who works at the company? Ask them about the job, the interview process, and the company.

Watch a Job Interview Video. Watch interview videos that offer tips to really be prepared.

Practice Interviewing. Review typical interview questions and answers and practice your responses before you go. Ask a family member or friend to ask you some questions, so you can practice your answers.

Dress Appropriately. Choose simple and appropriate attire for the position you are interviewing for. If you're not sure what to wear ask an adult family member, teacher, or guidance counselor. Take a look at what you shouldn't wear to a first job interview, as well.



Write a Resume. A resume will make a good impression on the interviewer. Bring several copies of your resume and a pen and paper ready to take along for notes.

Get Directions and a Ride. If you need a ride to the interview, line it up ahead of time. Make sure you know where you are going for the interview so that you do not get lost and arrive at least ten minutes early.

During Your First Job Interview



- Try to stay cool, calm, and collected. Staying as calm as possible, will help you focus on the interviewer.
- If you feel flustered, pause and take a few deep breathes to gather your thoughts.
- Be confident in your skills and abilities when you are talking to the interviewer. Remember this is a first job interview and you aren't expected to have a lot of experience.
- Try to incorporate what you know about the company that may be looking to hire you.
- Be honest. If you have sports or other activities that may conflict with your work schedule, tell the interviewer.
- Make eye contact and avoid distractions.
- Listen and take notes. Have a question ready to ask at the end of the interview.
- At the end of the interview thank the company representative for taking the time to interview you.

After Your First Job Interview



Send a thank you note immediately after the interview. Remind them about how interested you are in the position they are looking to fill. Send a note to each person that interviewed you.

Tips and Advice on How to Write a Resume

While it's only a page or two in length, a resume is one of the most important parts of a job application - your resume is how you'll tell the story of your professional history to potential employers.

Above all, your resume needs to be consistent, concise, and clear and easy to read. If it's not, your resume and cover letter won't get a second glance from any hiring manager.

Here's how to write a resume that will get noticed and help you get invited for an interview.

How to Write a Resume

Choose a Resume Type

There are several basic types of resumes used to apply for job openings. Depending on your personal circumstances, choose a chronological, a functional, combination, or a targeted resume. Taking the time to target your resume is well worth the effort.

Review Resume Formats, Templates, and Samples

Resume samples that fit a variety of employment situations. These sample resumes and templates provide job seekers with examples of resume formats that will work for almost every job seeker.

What to Include in Your Resume

- **Resume Contact Information** It's important to include all your contact information on your resume so employers can easily get in touch with you. Include your full name, street address, city, state, and zip, home phone number, cell phone number, and email address.
- **Resume Headline** (Optional) A resume headline (also known as a resume title) is a brief phrase that highlights your value as a candidate. Located at the top of your resume, a headline allows a hiring manager to see quickly and concisely what makes you the right person for the job.
- **Resume Objective** (Optional) If you include an objective on your resume, it's important to tailor your resume objective to match the

job you are applying for. The more specific you are, the better chance you have of being considered for the job in which you are interested.

- **Resume Profile** (Optional) A resume profile is a section of a resume that includes a brief summary of an applicant's skills, experiences and goals as they relate to a specific job opening.
- **Resume Branding Statement** (Optional) A resume branding statement is a short, catchy statement that highlights your most relevant expertise in about 15 words or fewer.
- **Career Summary** The Career Summary section of a resume is an optional customized section of a resume that lists key achievements, skills, and experience relevant to the position for which you are applying.
- **Resume Experience Section** The experience section of your resume includes your employment history. List the companies you worked for, dates of employment, the positions you held and a bulleted list of responsibilities and achievements.
- **Resume Education Section** In the education section of your resume, list the schools you attended, the degrees you attained, and any special awards and honors you earned. Also include professional development coursework and certifications
- **Include Accomplishments** Your resume should show what you have accomplished at each job, rather than a list of tasks. Here's how to successfully incorporate your accomplishments into your resume.

Use Resume Keywords

Most companies use recruiting management software to screen candidates for job openings. In order to get found, your resume needs to contain keywords that directly target the jobs you are interested in.

Your resume should include the same keywords that appear in job descriptions. That way, you will increase your chances of your resume matching available positions - and of you being selected for an interview.

Your resume keywords should include specific job requirements, including your skills, software and technology competencies, relevant credentials, and previous employers.

For example, based on experience, a candidate for an employee benefits management position might use the following resume keywords: employee benefit plans, CEBS, health care benefits, benefit policy, FMLA. A customer service representative could include: customer service, customer tracking system, computer skills, order entry experience.

The best way to find keywords to use in your resume is to use a job search engine to search for job listings. Check the results to see if you can find a common theme in the keywords listed in the job postings. Incorporate those skill keywords into your resume. Also use action key words to describe those skills, and these keywords listed by job.

Use a Resume Template

Use a resume template as a starting point for creating your own resume. Add your information to the resume template, then tweak and edit it to personalize your resume, so it highlights your skills and abilities.

Check Your Resume

The following resume checklist includes the information you need to include on your resume. Use the checklist to make sure you have included all relevant information in your resume.

Resume Checklist

Contact Information

First Last Name

Street Address

City, State, Zip

Phone

Email Address

Objective, Headline, Profile or Branding Statement (Optional)

Experience

This section of your resume includes your work history. List the companies you worked for, dates of employment, the positions you held and a bulleted list of responsibilities and achievements.

[] Education

In the education section of your resume, list the colleges you attended, the degrees you attained, and any special awards and honors you earned.

[] Skills

Include skills related to the position / career field that you are applying for i.e. computer skills, language skills.

[] Professional Memberships

Customize Your Resume

Be sure to personalize and customize your resume, so, it reflects your skills and abilities and connects them with the jobs you are applying for.

Proof Your Resume

Review these proofing guidelines to ensure that your resume is consistent and error free.

Get Resume Writing Help.

Do you need resume help? Writing a resume is hard work and it's important to get help, or at least have your resume reviewed, before you send it to employers. There are quite a few options available for getting help with your resume.

If you're a college student or alumnus, the career services office at your alma mater may be able to help you with resume writing and with resume reviews.

There are professional resume writing services that will write or edit your resume, for a fee. Another option includes reviewing samples to get an idea of what a good resume should look like.

What to do if it doesn't work—Tips for dealing with being fired



First of all, sometimes being fired is a blessing; it is your time to move.

Sometimes being fired is not your performance fault, there occurs a mismatch somewhere along the way

Increase your work options by cultivating your network and learning new skills.

Just because firings are happening around you doesn't mean it will happen necessarily to you.

If you must quit, plan with at least 3 months safety net, give a two week notice, and remember your letter of resignation will stay permanently in your file.

Personal Finance



Unfortunately, personal finance has not yet become a required subject in high school or college, so you might be fairly clueless about how to manage your money when you're out in the real world for the first time. If you think that understanding personal finance is way above your head, though, you're wrong. All it takes to get started on the right path is the willingness to do a little reading - you don't even need to be particularly good at math.

To help you get started, we'll take a look at eight of the most important things to understand about money if you want to live a comfortable and prosperous life.

Learn Self Control

If you're lucky, your parents taught you this skill when you were a kid. If not, keep in mind that the sooner you learn the fine art of delaying gratification, the sooner you'll find it easy to keep your finances in order. Although you can effortlessly purchase an item on credit the minute you want it, it's better to wait until you've actually saved up the money. Do you really want to pay interest on a pair of jeans or a box of cereal?

If you make a habit of putting all your purchases on credit cards, regardless of whether you can pay your bill in full at the end of the month, you might still be paying for those items in 10 years. If you want to keep your credit cards for the convenience factor or the rewards they offer, make sure to always pay your balance in full when the bill arrives, and don't carry more cards than you can keep track of.

Take Control of Your Own Financial Future



If you don't learn to manage your own money, other people will find ways to (mis)manage it for you. Some of these people may be ill-

intentioned, like unscrupulous commission-based financial planners. Others may be well-meaning, but may not know what they're doing, like Grandma Betty who really wants you to buy a house even though all you can only afford a treacherous adjustable-rate mortgage.

Instead of relying on others for advice, take charge and read a few basic books on personal finance. Once you're armed with personal finance knowledge, don't let anyone catch you off guard - whether it's a significant other that slowly siphons your bank account or friends who want you to go out and blow tons of money with them every weekend. Understanding how money works is the first step toward making your money work for you.

Know Where Your Money Goes



Once you've gone through a few personal finance books, you'll realize how important it is to make sure your expenses aren't exceeding your income. The best way to do this is by budgeting. Once you see how your morning java adds up over the course of a month, you'll realize that making small, manageable changes in your everyday expenses can have just as big of an impact on your financial situation as getting a

raise. In addition, keeping your recurring monthly expenses as low as possible will also save you big bucks over time. If you don't waste your money on a posh apartment now, you might be able to afford a nice condo or a house before you know it.

Start an Emergency Fund



One of personal finance's oft-repeated mantras is "Pay Yourself First". No matter how much you owe in student loans or credit card debt and no matter how low your salary may seem, it's wise to find some amount - any amount - of money in your budget to save in an emergency fund every month.

Having money in savings to use for emergencies can really keep you out of trouble financially and help you sleep better at night. Also, if you get into the habit of saving money and treating it as a non-negotiable monthly "expense", pretty soon you'll have more than just emergency money saved up: you'll have retirement money, vacation money and even money for a home down payment.

Get a Grip on Taxes



It's important to understand how income taxes work even before you get your first paycheck. When a company offers you a starting salary, you need to know how to calculate whether that salary will give you enough money after taxes to meet your financial goals and obligations. Fortunately, there are plenty of online calculators that have taken the dirty work out of determining your own payroll taxes, such as Paycheck City. These calculators will show you your gross pay, how much goes to taxes and how much you'll be left with, which is also known as net, or take-home pay.

For example, \$35,000 a year in California will leave you with about \$27,600 after taxes in 2008, or about \$2,300 a month. By the same token, if you're considering leaving one job for another in search of a salary increase, you'll need to understand how your marginal tax rate will affect your raise and that a salary increase from \$35,000 a year to \$41,000 a year won't give you an extra \$6,000, or \$500 per month - it

will only give you an extra \$4,200, or \$350 per month (again, the amount will vary depending on your state of residence). Also, you'll be better off in the long run if you learn to prepare your annual tax return yourself, as there is plenty of bad tax advice and misinformation floating around out there.

Guard Your Health



If meeting monthly health insurance premiums seems impossible, what will you do if you have to go to the emergency room, where a single visit for a minor injury like a broken bone can cost thousands of dollars? If you're uninsured, don't wait another day to apply for health insurance; it's easier than you think to wind up in a car accident or trip down the stairs. You can save money by getting quotes from different insurance providers to find the lowest rates. Also, by taking daily steps now to keep yourself healthy, like eating fruits and vegetables, maintaining a healthy weight, exercising, not smoking, not consuming alcohol in excess, and even driving defensively, you'll thank yourself down the road when you aren't paying exorbitant medical bills.

Guard Your Wealth



If you want to make sure that all of your hard-earned money doesn't vanish, you'll need to take steps to protect it. If you rent, get renter's insurance to protect the contents of your place from events like burglary or fire. Disability insurance protects your greatest asset - the ability to earn an income - by providing you with a steady income if you ever become unable to work for an extended period of time due to illness or injury.

If you want help managing your money, find a fee-only financial planner to provide unbiased advice that's in your best interest, rather than a commission-based financial advisor, who earns money when you sign up with the investments his or her company backs. You'll also want to protect your money from taxes, which is easy to do with a retirement account, and inflation, which you can do by making sure that all of your money is earning interest through vehicles like high-interest savings accounts, money market funds, CDs, stocks, bonds and mutual funds.

A Financial Basis for Life

Remember, you don't need any fancy degrees or special background to become an expert at managing your finances. If you use these eight financial rules for your life, you can be as personally prosperous as the guy with the hard-won MBA.

Life Foundation Staff

We are here to teach you the way to success!

You will discover by reading this life skills curriculum and/or attending one of our Student Readiness Seminars or Programs how important a college education is to your overall success in life.

Our TEAM is ready to serve your purposes. Let us lead the way in guiding you down the pathway to success.

The Life Foundation teaching 'team' is available to mentor and help you in all ways possible.

We are seasoned individuals with extensive experience of assisting college students in making progress in the classrooms and in their lives. Life Foundation leadership staff is here to serve you with our Lasting Purpose philosophy "To give, to love, to serve!"



Acknowledgments: Thank you to COBB EMC whose generous grant is helping us reach our mission objective, especially motivating and guiding students towards success: to provide life enhancing activities and service to the college community in the essential areas of education, wellness, leadership skills, and spiritual growth. We measure

this achievement by identifying leaders and investing in their future.
One college student at a time.

Footnotes of appreciation- Our thanks to the following authors for contributing information that helped us put this reference guide together.

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