



YES Newsletter

VOLUME 1, ISSUE 3

APRIL 2008

Upcoming Events

Movie & Service Activity Night

Friday, April 18th

6:00 pm to 8:30 pm

177 West Price Ave. (3610 South)

Come color, cut & glue materials to make file folder games for kids at Head Start while you enjoy a movie and snacks!

YES Book Club

Wednesday, April 23rd at 3:00 pm

New Book Starts! We are reading Ink Heart.

Job Fest '08

Wednesday, April 23rd

3:00 pm to 5:30 pm

Salt Lake City Main Library, So. Plaza
210 East 400 South

Meet employers and check out volunteer opportunities!

Job Link: Developing Contacts & Networking

Thursday, April 24th

3:00 pm to 3:30 pm

Sometimes it's not what you know but who you know!

3:30 pm to 5:00 pm

Job Link Open Lab

Learn on-line job search skills and receive assistance with job search.

Portfolio Training

Wednesday, May 14th 3:30 pm

Learn to showcase achievements, assemble a portfolio, identify skills & abilities.

Call your YES Case Manger to sign up for workshops!!!

In a gentle way,
you can shake
the world.

Mahatma Gandhi

INSIDE THIS ISSUE:

Benefits of Volunteering	2
Volunteer Opportunities	2
Study Habit	3
Test Taking Skills	3
Getting Ahead	4

Marianne Brough is our April Super Cool Employee of the Month! Congratulations!

YES Leadership Council Message

If you are looking for a great and easy way to earn leadership hours with the YES program...here is your chance. As a service project for the preschool kids at Head Start, we are making file folder games. These teach children skills such as shapes, numbers, rhyming, colors, and the alphabet. Talk to Marianne about getting the materials to help us cut, glue, and color the games. You can even do it in the comfort of your own home. The packets are due before May 13th. Thanks to all of you who have made packets already. We appreciate your help.

Contact Marianne at 468-0135 for more information about the YES Leadership Council



*I don't know what
your destiny will be,
but one thing I
know; the only ones
among you who
will be really happy
are those who will
have sought and
found how to serve.*

Albert Schweitzer



*No man can help another
without helping himself*

Ralph Waldo Emerson

Benefits of Volunteering!

Edited by Sherrie Davis

Volunteering not only benefits your community, it also provides benefits to you! Here are some reasons you should volunteer:

Builds Confidence

Volunteers are exposed to new challenges and opportunities that allow you to meet new people, and learn new skills. This allows you to gain problem solving skills that will help to build your confidence to face challenges in other areas of your life.

Introduces You to New Friends

Volunteering allows you to focus on a cause you are passionate about. This will allow you to meet people who care about the same things you do. It is an opportunity to build relationships and increase your networking opportunities. Your volunteer experiences will bring together people from all backgrounds that can and will inspire you!

Creates More Fun in Your Life

Volunteering is fun! You can find opportunities that match your current interests or hobbies or create opportunities to explore new things.

Improves Your Health

There is evidence that volunteering improves your health. Health benefits of volunteering

include:

- Provides a sense of well being while enhancing your social support
- Improve self-esteem
- Stronger immune system
- Improves insomnia
- Reduce blood pressure

Develops New Skill

Volunteering is the perfect way to discover and develop something that you are really good at. More skills = better job and career opportunities.

Boosts Your Career Options

Research shows that 73% of employers would employ someone with volunteer experience; 94% of employers believe volunteer experience adds skills; and 94% of employees who have volunteered learn skills that led to their first job, better pay, or a promotion. Volunteering will bring you into contact with all types of individuals that may help you find the right job. You gain skills and new experiences that might help you to change your career direction.

Information taken from: www.worldvolunteerweb.org

Volunteer Opportunities For You!

There are many ways to make your community a better place to live while you gain valuable skills. Whether you have an hour a week or one day a month, there is the perfect opportunity out there for you. If you are interested in volunteering and obtaining leadership skills you can contact your YES Case Manager or Marianne Brough the YES Certificate Program Coordinator at 468-0135 to obtain assistance. Salt Lake County also has a volunteer program that can also assist you in finding volunteer opportunities. You can access The Office of Volunteer Program Services with Salt Lake County at www.alittletime.org/. Following are some volunteer opportunities that you might want to get involved in:

- Plant 10,000 trees during September, October, and November 2008 throughout the Salt Lake Valley. Contact Lorna Vogt with the Open Space Trust Fund at 468-3571 or at lvogt@slco.org.
- The Utah Food Bank is a hub for collecting and distributing food to over 240 programs and agencies serving hungry people throughout Utah. If you would like to volunteer call 978-2452.
- YES program participants are compiling file folder games for kids at Head Start. The goal is to complete 300 file folders by May 13. If you are interested in participating contact Marianne Brough at 468-0135 or your YES Case Manager.

Check Your Study Habits

adapted by Steven Covey edited by Julie Bills



You can prepare yourself to succeed in your studies. Try to develop and appreciate the following habits:

- **Take responsibility for yourself** - Recognize that in order to succeed you need to make decisions about your priorities, your time, and your resources.
- **Center yourself around your values and principles** -Don't let friends and acquaintances dictate what you consider important.
- **Put first things first** -Follow up on the priorities you have set for yourself, and don't let others, or other interests, distract you from your goals.
- **Discover your key productivity periods and places** -Morning, afternoon, or evening? When do you work the best? Find spaces where you can be the most focused and productive.
- **Consider yourself in a win-win situation** -When you contribute your best to a class, you will benefit. Your grade can then be one additional check on your performance.
- **First understand others, than attempt to be understood** -When you have an issue with a teacher put yourself in their place. Now ask yourself how you can best make your argument given his/her situation?
- **Look for better solutions to problems** -For example, if you don't understand the course material, don't just re-read it. Try something else! Talk to the teacher, a tutor, an academic advisor, a classmate, a study group, or your school's study skills center.
- **Look to continually challenge yourself**

Get an "A" on your test

written by Library.austince.edu edited by Julie Bills

Instructors use tests to measure how much students have learned. Unfortunately tests also measure students' test taking ability. This study guide outlines some successful test-taking skills. While these skills won't help if you don't know course material, they can keep you from losing points needlessly.

Preparing for Tests

- Be rested and comfortable. If you take a test when you are hungry or tired, you won't perform well.
- Know what to expect. Learn ahead of time the kind of test it will be, where and when it will be held, and what materials to bring.
- Arrive on time to avoid last-minute pressure.
- Expect some anxiety. Being concerned will help you do your best on a test.

you know.

- Concentrate on the test. Don't worry about your ability, the behavior of other people, the number of questions, or even short memory lapses. Pay close attention to one question at a time. This kind of concentration reduces anxiety.
- Relax as much as you can. If you're too nervous to think or read carefully, try to slow down physically. Take several slow, deep breaths. Then start to work.

When You Get Your Test

- Read the instructions carefully. It's common to lose points simply by not following instructions. Be sure you understand what's expected of you. Ask questions if you don't.
- Make sure your copy is complete, then quickly scan the test to plan your time for each section. Schedule a few minutes to look over your test after you have finished it.
- Answer the easiest questions first. You'll feel more confident, and you may also find some helpful ideas for the more difficult questions. Sometimes the information an instructor uses in asking one question includes material that can help with another question.
- Read each test question carefully. If you don't understand what is being asked, skip it and come back to it later. Ask the instructor if it still isn't clear.

Before You Turn in Your Test

- Fight the urge to leave as soon as you have finished. It's natural, but it can hurt your grade.
- Review the test questions and your answers to them. Make any changes you think are important, but don't change your answers unless you have a good reason to do so.
- Think if any of the later questions gave you information that might clear up things you weren't sure about.
- Review your own performance on the test. If you take a few notes on your test-taking skills, you'll be able to perform better on future tests.

Ask yourself:

- Did I use my time well?
- What was asked that I didn't expect?
- How can I predict better for the next test?
- What part of the test was most difficult? Why?
- Did questions come more from readings or from lectures?
- What should I do differently in preparing for the next test?

**Study is like
the heavens'
glorious sun**

William Shakespeare

· Avoid worried test-takers. Extreme nervousness, called *test anxiety*, will interfere with your work. Remember, test anxiety is contagious and unproductive.

Reducing Test Anxiety

- Keep a positive attitude. Decide to do your best and focus on the material



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Getting Ahead

by Kimberley Bartel, edited by Julie Bills

Many people desire career advancement for a variety of reasons. Usually for higher pay, but also to learn or improve skills, for fun, because it makes work more interesting, or for other fringe benefits such as flexible hours. Some people seem to have a knack for getting promoted while others may be frustrated from efforts that have not worked.

Experts who study career advancement offer some helpful tips for those who want to move up the career ladder. One of the most common pieces of advice is to get a mentor.

What is a mentor? A mentor can be someone inside or outside the organization who is usually in a higher-level position. It is someone you feel that you can learn things from and who will take an interest in your career development. If you build a good relationship with a mentor, he/she may provide good advice, help you make decisions and advocate for you.

Another tip is to market yourself. Make sure you receive credit for the work you do and let your supervisor and others in management know of your accomplishments and successes. Work to develop good communication and interpersonal skills. Maintain a positive attitude, get along well with co-workers, treat others politely and respectfully, and demonstrate good problem-solving skills.

Volunteering and networking are also great advancement tools. If you have opportunities to serve on committees or workgroups, take them! If your supervisor needs help on a special project, offer your assistance. Taking advantage of these types of opportunities helps you meet and work with other people and show what you can do! Meeting other people and developing good relationships with them is another way to help you get ahead. The more people who know about your good work, the more likely you will hear of opportunities. Attend lunches, parties, and conferences. Some people even find opportunities by joining groups they are interested in outside of work.

Experts also recommend that you work hard and prepare. Make sure you continue to learn in your job and take advantage of as much training and education as you can. Acquiring and utilizing new skills is a good way to get promoted. Make sure your resume includes the new things you learn. Another way to prepare is to consider making a lateral move to a different job at your current level. These types of moves can be helpful if you are able to increase skills that are valued by the organization.

And finally, it is important to remember that climbing the ladder may not be the only way to define a successful career. Performing excellent work or making lateral moves (moving to another position with similar pay at the same level in the company) to learn another skill can be fulfilling and keep you prepared for future career changes and challenges.

YOUTH
EMPLOYABILITY
SERVICES



SALT LAKE
COUNTY

Division of

Youth Services

YES Newsletter

VOLUME 1, ISSUE 2

MARCH 2008

All the events
of your life
are there be-
cause you
have drawn
them there.
What you
choose to do
with them is
up to you.

-Richard Bach

INSIDE
THIS ISSUE:

Take Control of Stress	2
Exercise Tips	2
Feed a Cold	3
Free Thermometers	4

Upcoming Events

Job Link/Mini Workshop

Every Thursday

March 6, 13, 20, 27

3:00pm to 3:30pm—Mini Workshop

Topics include Annoying Work Habits, 10 rules for getting along with your supervisor, Teamwork, Time is Money.

3:30pm to 5:00pm—Job Link

Looking for a job? This open lab computer time will teach you on-line job search skills.

Create or update your resume and send them to potential employers.

Portfolio Workshop

March 12th or April 9th 3:30pm

Learn to showcase achievements, assemble a portfolio, identify skills & abilities. Learn about the YES Certificate program.

Stress Survival Guide

March 18th 3:30pm

Don't melt down. You can get through this—come learn strategies to help

YES Book Club

Starting March 19

I Am Legend by Richard Matheson

A science fiction novel about the last man alive in a future Los Angeles



First Aid Certification

March 26th 3:30

Earn your official Red Cross First Aid Certification. This is a great qualification for many jobs & may save your life!

TABE Retest

Remember that long test we made you take when you joined the YES program? If any of your scores were below a 9th grade level, and you retake the test and improve your scores, you could earn \$\$\$\$\$. Talk to your case manager about days and times to re-take your TABE test. And don't worry we only test you in one area so it's not so long (approximately 30 minutes).

Call your YES Case Manger to sign up for workshops!!!

YES March Super Cool Employee of the Month is Charlie Otis. Be sure to congratulate him when you are in the office.

YES Leadership Council Message

"It is unwise to be too sure of one's own wisdom. It is healthy to be reminded that the strongest might weaken and the wisest might err."

- Mahatma Gandhi

There are always going to be things that put you down in life and you got to be strong to get through it. There is always something that you have to learn no matter how good you are. Remember you're never going to be perfect, mistakes happen, but be your best. Don't give up at your first mistake. Failures can make you stronger if you learn from them and seize the opportunities that arise.

Contact Marianne at 468-0135 for more information about the YES Leadership Council

Take Control of Stress

by Utah Department of Health edited by Sherrie Davis



A man's health can be judged by which he takes two at a time—pills or stairs.

Joan Welsh



Take care of your body. It's the only place you have to live.

Jim Rohn

Stress is your body's natural response to change. Change can be good such as moving to a new place, receiving a pay raise, or obtaining a new job. Some changes can be difficult such as an illness or the death of a loved one. Negative stress unchecked can lead to physical, emotional and mental symptoms such as exhaustion, headaches, frustration, etc. Remember stress is a normal part of life and change happens.

Learning to manage stress and deal with change will help you to maintain control of situations, people, and events that may cause you stress. Finding balance in your life with help you to reduce and control stress. Here are some ways you can live a balanced life:

Social

- Play
- Volunteer
- Spend time with family and friends
- Practice random acts of kindness

Physical

- Exercise regularly
- Get plenty of rest and enough sleep
- Drink water
- Keep your diet balanced
- Spend time in nature

Intellectual

- Read
- Take a class you are interested in
- Find a hobby
- Keep a journal

Career

- Think about your goals, keep them realistic, and create a plan of action to achieve them
- Feel good about what you do
- Look at challenges as opportunities

Emotional

- Practice thinking positively
- Listen to music
- Watch a movie
- Laugh often
- Put yourself first
- Avoid extreme reactions
- Don't overwhelm yourself

Remember: If you can't control the cause of stress, let it go. Look at each stressful situation as a challenge and an opportunity for change.

Exercise Tips!

By Sherrie Davis

- You don't need fancy equipment to exercise. If you don't have a set of dumbbells at home, use water bottles or canned food to strengthen your arms.
- Schedule your exercise like an "appointment". This will help exercise to become a habit.
- Work out in the morning. You will be more energized for the rest of the day and will be less likely to find an excuse not to exercise.
- Ask your friends to exercise with you. You can encourage and motivate each other. Having someone to talk to will also help the time to pass quickly.
- Find time to be more active throughout the day. Take the stairs, take your dog for a walk, or park your car in the furthest spot in the parking lot.
- Remember that participation and not perfection is the goal of exercise. If you miss a workout don't worry you can get back on track the next day.
- If you get bored with your workout, spice it up. Use a different machine or attend a class.
- Remind yourself how good you feel after you exercise. Don't quit!

Feed a Cold?

by Rachel Johnson, edited by Julie Bills

Sip chicken soup

People have always looked to food as medicine. But which foods really help and which are just myths?

It turns out there is something to chicken soup after all. In one study, researchers measured nasal mucus velocity (science-speak for "runny nose") and nasal airflow resistance (stuffy nose) after volunteers drank cold water, hot water or chicken soup. Of the three, hot chicken soup was the most effective at making noses run—a good thing since nasal secretions help rid the body of pathogenic viruses and bacteria. Adding a few hot chillies might help loosen things up even more.

Get a dose of vitamin D

Since colds and flu tend to strike during the darker winter months, some researchers believe a lack of vitamin D, the "sunshine" vitamin, might have something to do with making us more susceptible. At least one study found that a group of kids who took vitamin D supplements had fewer colds than another group that didn't. There's still much to learn, but unless you get steady exposure to the sun in the winter it seems prudent to take a multivitamin that contains 100



percent of the daily value for vitamin D.

Some people avoid dairy products because they are thought to increase mucus secretions, but scientific evidence has yet to support this. There may be some placebo effect at work: interestingly, people who say they believe that milk causes more mucus production tend to report more respiratory symptoms after they're given milk. But in a blind test using a soy-based drink with similar sensory characteristics as milk, subjects reported the same changes in mucus production as they did with cow's milk. Don't skimp on calcium-rich milk and especially not yogurt, which contains beneficial bacteria that may actually stimulate the immune system.

Try vitamin C

Ever since biochemist Linus Pauling proposed mega doses of vitamin C to stave off cold symptoms, research has been piling up to assess its effectiveness. Looking at a well-regarded review of 29 studies that involved more than 11,000 participants. The reviewers found that vitamin C failed to reduce the incidence of colds. But overall, with doses of 200 mg or greater (more than twice the 60-75 mg current recommended dietary intake for adults), the duration of colds was shortened by about 8 percent—not a huge difference, but something. There was also a significant reduc-



tion in the number of days subjects took off from work or school, which suggests vitamin C might help reduce a cold's severity. The likelihood of success

seems to vary with the person—some people improve after taking vitamin C supplements, others don't.

Think before you zinc

Zinc's effectiveness against cold symptoms is more controversial. One study found that zinc lozenges shortened the duration of colds by one-half, while others found no advantage over a placebo. If you want to try zinc lozenges, follow the protocol used in scientific studies: take the lozenges every two hours and stop when your symptoms die down. Don't assume more is better; excessive doses of zinc can interfere with the absorption of other minerals, and high doses can be toxic.

A man too busy to take care of his health is like a mechanic too busy to take care of his tools.

Spanish Proverb

The Five-Second Rule: When food hits the floor, is it trash or treat?

Is it OK to eat food that has been dropped on the floor, so long as it is picked up within five seconds? MSN Health & Fitness says NO, the food should be tossed. But you probably already knew that.



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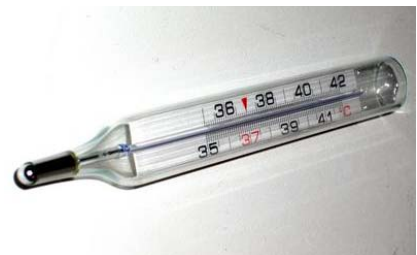
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Get the Mercury Out

In an effort to encourage residents to get the mercury out of their homes, the Salt Lake Valley Health Department is offering free digital thermometers to clients who are utilizing the Women and Infant Centers (WIC) located in the Health Department's Health Centers. Although mercury thermometers only contain small amounts of mercury, they still pose potential health concerns when broken in the home. The Health Department continues to receive calls from people who have broken thermometers and want to know how they can clean up the mercury. Many times people call after they have already tried to vacuum up the mercury, which is the worst thing that can be done because the mercury is then put into the air. Mercury can be particularly concerning to small children, because lower levels of mercury can pose more of a health concern. If you break a mercury thermometer, or have one that you would like to get rid of, be sure to call the Health Department at 313-6700. The Health Department's Health Centers are listed on their website at www.slvhealth.org. For questions about this program, contact Dorothy at 313-6745. And get rid of those mercury thermometers.





YES Newsletter

VOLUME 1, ISSUE 1

FEBRUARY 2008

**Leadership is
action, not
position.**

Donald H. McGannon

Upcoming Events

Groundhog Job Shadow Day was A Big Success!

We had 52 YES Participants attend.

Participants observed careers in the medical field, media, publishing, social work, law, mechanics, administrative, banking, and accounting.

Job Link Workshops

February 7th, 14th, 21st, 28th

3:00pm to 3:30pm—Mini Workshop

Topics include job skills recognition, how to write a resume, how to write cover letters, and workplace professionalism.

3:30pm to 5:00pm—Job Link

Learn on-line job search skills and receive assistance with job search.

Portfolio Workshop

February 13th or March 12th 3:30pm

Learn to showcase achievements, assemble a portfolio, identify skills & abilities

Emergency Preparedness Workshop

February 19th 3:30pm

Learn how you can help yourself in an emergency



YES Book Club

February 20th and February 27th

Will begin reading "Walk Two Moons" by Sharon Creech on February 20th.

FAFSA Workshop

February 26th 3:00pm

Apply for free federal financial aid. You can afford to go to school!

Health Careers Workshop

February 27 or March 26th 3:30pm

Explore career opportunities in health care.

Nutrition & Healthy Life Style 2008

March 5th 3:00pm

Learn about proper nutrition & healthy life style choices.

Call your YES Case Manger to sign up for workshops!!!

INSIDE THIS ISSUE:

Education Pays 2

Career
Promotion Tips 2

Dream Job Quiz 3

Career
Promotion Tips 4

YES Leadership Council Message

"Success does not consist in never making blunders, but in never making the same one a second time." -Josh Billings

We've all made mistakes but it doesn't mean that you're trapped into repeating them. Change is a matter of choice. It's important to avoid negative thoughts about yourself and your situation. A positive attitude will help to alleviate the pain that comes from making mistakes. You have to live and learn.

Contact Marianne at 468-0135 for more information about the YES Leadership Council

Education Pays

by Lisa Nicholson, Edited by Julie Bills



Education is learning what you didn't even know you didn't know.

D. Boorstin



When climbing the career ladder, you've got to look for different jobs and opportunities to learn more skills and get promoted!

Education is the ticket to higher earnings and increased job stability, according to data from the U.S. Bureau of Labor Statistics. As the chart shows, workers who get more education enjoy significantly higher pay. Are you a high school graduate? Invest in a bachelor's degree, and your earnings jumps by an average of over \$350 a week! U.S. workers with a professional degree earn more than three times as much as high school dropouts. However, you do not need that much education to earn a bigger paycheck.

The payoff begins for those who graduate high school. They earn \$174 a week more than those who don't. Thinking of dropping out of high school? Think about what you could



do with an extra \$696 a month!

Those who stay in school not only enjoy higher earnings, but are also much less likely to be out of work. Drop out of high school and you will work less...a LOT less... and be unemployed more. Not only will you earn \$299 less per week than your classmates who earned associate degrees, you will find yourself twice as likely to face unemployment as them. Conversely, someone with a professional degree is seven

times less likely to be unemployed than a high school dropout. What does all of this mean? Get as much education and training as you can!

Career Promotion Tips

by Brenda Koritko, edited by Sherrie Davis

Are you tired of watching other workers advance their career? Successful workers create their own path to promotion; they don't rely on luck. Self-promotion is one of the keys to your career success. If no one knows how much you contribute at work, you will continue to miss out on opportunities for promotion. Following are six myths and actions you can take in order to get promoted at work.

Myth: A promotion is a reward for past performance.

The Lesson: Opportunity plays an important role in deciding who gets ahead.

Action to Take: Create opportunities. Volunteer for a committee. Identify a challenge your work is facing and offer to take the lead in resolving the problem.

Myth: A promotion is all about matching your skills with a clearly defined job position.

The Lesson: Jobs are flexible – they're often adapted to match the candidate's skills.

Action to Take: Propose your own job. Study the need's of your company. If you have a skill that your company could use, make the case for a job to be created that uses your talents.

Myth: Get a five-star rating on your performance evaluation and you'll get the promotion.

The Lesson: Decision makers use their own instincts and the relationships you have to predict your chances for success in a promotion.

Action to Take: Change how you think about your performance evaluation. Consider them to be opportunities to talk with your boss about things you could do to improve on the job. Stay open to your boss' suggestions, this will help you to develop a relationship that demonstrates you can learn from experience and change. (continued on page 4)

Quiz: What's Your Dream Job?



Do you ever feel you still don't know what

you want to be when you grow up? If you're dissatisfied with your work but aren't sure what you'd like to do -- you just know what you're doing now isn't it -- you can find some clues to your dream career by looking at what you enjoy doing in your time off.

1. If you had a evening off, what would you rather do?
 - A. Go to a party
 - B. Stay home & surf the internet
 - C. Work on a hobby such as scrap-booking or model building
 - D. Go to a movie
2. Which section of the newspaper do you turn to first?
 - A. The advice column
 - B. News
 - C. Sports
 - D. Entertainment
3. What would you prefer to do at a party?
 - A. Greet people at the door
 - B. Join in a discussion of current events
 - C. Make snacks
 - D. Entertain
4. Which book would you rather receive as a gift?
 - A. *Chicken Soup for the Soul*
 - B. *A Brief History of Time*
 - C. *How Things Work*
 - D. An art book for your coffee table
5. What would you rather do in your spare time?
 - A. Catch up with friends over coffee.
 - B. Organize your closets
 - C. Garden or do home renovations
 - D. Write poetry

6. It's your turn to choose the movie. What's your 1st choice?
 - A. A romantic comedy
 - B. A thought-provoking drama
 - C. An action-adventure movie
 - D. An independent film
7. You're at a social event. Who would you rather join?
 - A. A large group that is laughing a lot
 - B. A small group having a lively discussion
 - C. Several people playing a game
 - D. An individual who looks like an interesting person
8. You have the chance to be on a reality show. You choose:
 - A. A show where your interpersonal skills can help you win, like *Survivor*.
 - B. None. You think reality shows are a mindless waste of time
 - C. A show that gives you the chance to work hands-on to improve something
 - D. A show where you can win on the basis of your talent, like *American Idol*.
9. Which of the following would your friends say best describes you?
 - A. A people person
 - B. Intelligent
 - C. Handy
 - D. Creative

Mostly A's: If you answered mostly A's, your ideal career probably involves working with **people**. These careers may involve: mentoring, negotiating, instructing, consulting, supervising, persuading, speaking, serving or assisting. Possible career choices include: teacher, human resources, flight attendant, life coach, day-care worker, personal assistant.

Mostly B's: If you answered mostly B's, your ideal career probably involves working with **information**. These careers may include tasks such as synthesizing, coordinating, analyzing, compiling, computing, copying or comparing. Possible career choices include: library assistant, editor, web developer, professional organizer, accountant or private investigator

Mostly C's: If you answered mostly C's, your ideal career probably involves working with **things**. Tasks you might do in these careers include setting up, precision working, controlling, driving, operating, tending, feeding or handling. Possible career choices include: chef, repair person, carpenter, collectibles dealer, veterinary assistant and mechanic.

Mostly D's: If you answered mostly D's, your ideal career is probably

creative. Possible career choices include: writer, photographer, musician, interior decorator, graphic artist, fashion designer. Of course there are many more careers to choose from, but knowing your preferred type can help you narrow down the choices.

Do more than is required. What is the distance between someone who achieves their goals consistently and those who spend their lives and careers merely following? The extra mile.
Gary Ryan Blair



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Career Promotion Tips by Brenda Koritko, edited by Sherrie Davis

(continued from page 2)

Myth: Promotions are all alike – the boss finds the best person for the job.

The Lesson: Promotions depend on the job that is available, who is being considered for the job, what type of person your boss wants for the job, and whether the potential candidate was groomed for the job.

Action to Take: Find out how people are promoted in your organization and figure out what you can do to be put in situations that will promote you.

Myth: Most bosses look for the same qualities when promoting people.

The Lesson: Your style – the way you present yourself, your communication skills, your business smarts – is just as important as your performance.

Action to Take: It's not just who you know that counts. It's who knows you. If you have come up with a great way of improving the company you work for, tell people, especially those that do the promoting.

Myth: When you are pursuing a promotion, you're competing against many other candidates.

The Lesson: It's rare that a promotion is a true contest among candidates

Action to Take: Increase your visibility. An average of 80% of individuals that are promoted had a mentoring relationship with someone higher in the company that has spread news about how great they are.

Taken from <http://humanresources.about.com/cs/careerdevelopment/a/aapromotion.htm>



Promotion = More \$