



socialsklz:-)TM

MY SUCCESS JOURNAL

name _____

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Face to Face: Making a Good First Impression

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My Notes:

**Write &
Remember**

Write adjectives that describe the following

First Impression A:

First impression B:



it takes 3 to 7 seconds
to make a first impression of
someone or something

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Face to Face: Making a Good First Impression

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Let's Practice



3 key points to a great **non-verbal** first impression:

1.

2.

3.

3 key points to a **proper handshake**:

1.

2.

3.

Adult Titles

Prefix for a Man:

Prefix for a Woman (married/un-married):

Others:

Things I still want to work on:

Let's Review

What are the **most important lessons** I learned?

How can I apply these lessons to my upcoming week?

Internet Questionnaire**Write &
Remember**Favorite **things to do online?**

Do you have email yet? If so, what's your email address?

What is a **cyber-bully?**What is **social media?**What **search engine** do you use the most?

we shouldn't say or post
anything that we might regret, and
we should carefully set up and review
privacy settings.

Let's Practice

Email



What's an **appropriate** email address for you?

What's an **inappropriate** email address for you?

Write your own email here:

To:

Cc:

Bcc:

Subject:

Let's Review

What are the **most important lessons** I learned?

How can I apply these lessons to my upcoming week?

Things I still want to work on:

Conversationsklz:-)

**Write &
Remember**3 questions to **start** a conversation:

1.

2.

3.

3 'off-limits' questions:

1.

2.

3.



knowing how to converse and make small talk builds confidence, empowers, and boosts self-esteem for every relationship in life.

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Putting a Final End to the One-Word "Conversation"

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Let's Practice



How would you respond?

to the question "how are you" if asked?

(remember this is a conversation!)

3 conversation **closers**?

1.

2.

3.

Let's Review

What are the **most important lessons** I learned?

How can I **apply these lessons** to my upcoming week?

Things I still want to work on:

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Dialing In on How to Dial Out

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Essentials to know by memory:

Write &
Remember

Parent or Guardian Phone Number:

Home Phone:

Other:

My Notes:



speaking audibly, enthusiastically,
and clearly is necessary
when you make and receive phone calls

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Dialing In on How to Dial Out

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Let's Practice



Write a phone message:

To:

From:

Date:

Message:

Call Back Number:

Notes:

Let's Review

What are the **most important lessons** I learned?

How can I apply these lessons to my upcoming week?

Name 3-5 qualities of a **good friend**:

1.

2.

3.

4.

5.

**Write &
Remember**

My Notes:



sensitive or personal information
that is shared among friends
should not be shared with others

Let's Practice

Come up with a difficult situation

Write it, and then express it here:

I feel:

when you...

Come up with a situation where you would need to apologize

Write it here:

Write what you might say:

Let's Review

What are the **most important lessons** I learned?

How can I apply these lessons to my upcoming week?

Gratitude, It's Partytime!**Write &
Remember**

1. Host preparation: invitations

2. Guest preparation: gifts and cards

Draw your Gift

Write your Note Card message:



the most important form of
thankfulness is for the things we do
to make each other happy,
rather than for the things we buy

Let's Practice

3. Party time!

4. Gift-giving and receiving

5. Snack time

6. Thank-you notes

7. Closing

Let's Review

What are the **most important lessons** I learned?

How can I apply these lessons to my upcoming week?

My Notes:

Write &
Remember

Draw your own **place setting** here:



when dining with others,
body language is important:
your body should be facing the table,
not sideways

Let's Practice**5 Table Do's:**

1.

2.

3.

4.

5.

5 Table Don'ts:

1.

2.

3.

4.

5.

Let's Review

What are the **most important lessons** I learned?

How can I apply these lessons to my upcoming week?

Write 2 sentences using the word 'LIKE' correctly:

1. As a comparison:

Write &
Remember

2. To show that you enjoy something:

Make a list of 'slang' words or phrases that you've heard or used recently:



when you speak eloquently,
people will more more readily respect
what you have to say

Let's Practice

Write 2 sentences that say the same thing

1. Using informal/slang words:

2. Using formal words instead:

Name some places in which you can chew gum discreetly:

and the places that are wholly **off limits**:

Let's Review

What are the **most important lessons** I learned?

How can I apply these lessons to my upcoming week?

Greetings:**Write &
Remember****Outside Social Graces****Money Management and Self-Discipline****Decision-Making**

Being prepared
is perhaps the most crucial part
of being independent

Let's Practice**Time Management****Pleasantries****Customer Relations**

Let's Review

What are the **most important lessons** I learned?

How can I apply these lessons to my upcoming week?

Draw your own letter F:

**Write &
Remember**



winning is the result of
hard work, persistence, devotion,
and believing in oneself

Let's Practice

Write down **three things you are really good at:**

1.

2.

3.

What does failure mean to you?

Name 3 things you think you failed at and what you learned from it:

1.

2.

3.

Let's Review

What are the **most important lessons** I learned?

How can I apply these lessons to my upcoming week?
