



PART

1

Getting Ready

Chapter 1 Preparing Your Path to Success

Your choice of career will affect everything about your adult life—where you live, what your lifestyle is like, and how satisfied you are with your life. By beginning your planning now, you will have a better chance for future success and happiness. Career success starts with your *P*A*T*H to Success*—your passions, attitude, talents, and heart.

Chapter 2 Influences on Career Choices

Everything and everyone around you can influence your choice of career. The people you know—your family, teachers, friends, and others—often have the greatest effect on your career decisions. By understanding how influences affect you, you will be able to make the choices that lead to career success.

Chapter 3 Understanding Yourself

You are a unique combination of passions, talents, personality, and values. Career assessments can help you discover how your *P*A*T*H to Success* leads to a career plan. Career assessments may involve written answers to questions or informal activities. All assessments help you learn about yourself and what you can achieve.

Preparing Your Path to Success



OBJECTIVES

After completing this chapter, you will be able to:

- Discuss realistic career expectations.
- Compare the differences in job, occupation, and career.
- Describe the steps in the *P*A*T*H* to Success*.
- Explain why career planning should begin now.
- Describe how career planning supports career success.

“The purpose of life is a life of purpose.”

—Robert Byrne, Poet

Key Terms:

- job
- occupation
- career
- career cluster
- transferable skills
- specialized skills

When Adam was in school, he dreamed of earning a living as an artist. Not content to just dream, he decided to investigate how artists make money. He found that artists provide various kinds of artwork for different types of commercial projects. Commercial contracts require that an artist work closely with clients and meet deadlines.

Working with his art teachers, counselor, and family, Adam set goals for his future and developed an education plan. He also chose high school classes that would meet the entrance requirements of art colleges. In his first year of college, Adam realized that he especially liked working with natural materials and that sculpting was his passion. He learned welding not only as an additional way to sculpt, but also as a way to earn money. He started by creating lamps from discarded bus transmissions, working off hours in the college's welding shop. To continue building his skills, Adam transferred to an art college that offered glass blowing, a specialty not taught in many schools.

Today Adam's education and skills support his passion. Adam's creative versatility is valued by employers who use his artwork in architecture, construction, and design. By developing a career plan and making adjustments as he progressed, Adam achieved his dream of earning his living as an artist.

What do you think?

What can happen if you don't plan for your career?

What are the pros and cons of waiting until you're ready—maybe until after college—before planning your career?

Career Expectations

“What do you want to be when you grow up?” How many times have you heard this or a similar question? Chances are your answer referred to some type of paid or volunteer work because most adults in our society work for a large portion of their lives. Everyone has an idea of what work is and what having a career means.

During her school years, Lucy enjoyed creating pizzas or special cakes for her friends’ birthdays. The dinners she prepared for special events were famous. Six months ago Lucy was excited to get a job as an assistant chef at a family-style restaurant. She thought she would be doing work she loved. She did not realize she would be using prepackaged sauces and specific recipes to prepare the side dishes for main entrees. The job is not what Lucy imagined doing when she said she liked to cook, and now she is very unhappy. She keeps working only because she must earn a living.

While attending high school, Rachel was part of the team that wrote and edited the school magazine. She enjoyed researching and organizing information and looked for a job where she could use those skills. Now she is a paralegal in the state prosecutor’s office. Rachel cannot wait to get to work each day. She looks forward to investigating the laws, judicial decisions, and legal articles relevant to her cases and to assisting the attorneys during trials. In Rachel’s opinion, the days end too quickly.

Why do you think Lucy is unhappy? What are her strengths?
Why is Rachel happy with her work? What are her strengths?

What do you think?

Your Expectations

Even if you do not know what you want to do, you probably have some ideas about what you expect from your career. For example, you may assume you will make a lot of money or travel the world. You may also have general expectations about the type of work you will be doing. Perhaps you think about working in the medical or legal profession. Perhaps you see yourself working in a technical field.

What do you expect from a career?

- Income?
- Reputation or fame?
- Creativity?
- Geographic location?
- Service to others?
- Title and position?
- Balance in your life?
- Use of your strengths?

What do you think?

Your Peers' Expectations

A University of Chicago study discovered that teenagers have the following expectations about their futures:

- One in three intends to have a professional career.
- Nearly 10 percent plan to be doctors.
- Few dream about blue collar or service industry jobs.
- Almost all expect to have a high-status job with high pay.
- Many expect to graduate with a bachelor's degree (four or more years of college).
- Many believe a bachelor's degree is a vital tool for success.
- A large majority expect to earn a Ph.D., which requires 8 to 12 years of full-time schooling after high school.

What do you think?

How realistic are the expectations expressed in these statistics? Explain your answer.

According to the study, your peers realize that work is important for the future, but they do not necessarily expect to enjoy their work. Many have not yet discovered that the secret to enjoying work is to choose work that uses their strengths. When students know their strengths and learn about career possibilities, they set higher career goals and better understand how to choose a fulfilling career.

For most students, their parents, teachers, and friends—in that order—have the greatest influence on their career decisions. If family members or other adults understand and communicate the rewards of well-chosen work, then students have a clearer understanding of how to choose satisfying careers.

The influence of friends has also proved to be important to students when they choose and prepare for careers. Just as students are more apt to be involved in school activities if their friends are involved in school activities, students tend to be more interested in careers if their friends are interested in careers.

While advice from various sources may be valuable, building a truly successful career will depend on how you use your strengths. Finding out about your strengths is something *you* must learn for yourself.



Based on your own experience, do you agree with the results of the study? Why or why not?

Who or what influences your career decision making? In what way?

What do you think?

The Reality

According to the College Board, high school students are most likely to select the following careers as their top choices:

1. Marine biologist
2. Physical therapist or sports medicine specialist
3. Doctor
4. Lawyer
5. Teacher

Is it likely that enough jobs in these careers will exist to accommodate all high school students choosing these fields? Why or why not?

What do you think?

In contrast, the Bureau of Labor Statistics (BLS) predicts the following top ten fastest-growing occupations between 1998 and 2008. According to the BLS, these ten occupations will account for nearly 20 percent of the employment growth in these years.

1. Computer engineer
2. Computer support specialist
3. Systems analyst
4. Database administrator
5. Desktop publishing specialist
6. Paralegal and legal assistant
7. Personal care and home health aide
8. Medical assistant
9. Social and human services assistant
10. Physician assistant

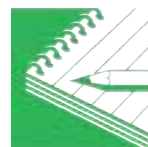
In choosing a career, you need to realize that, just as the career demands of ten years ago are not the career demands of today, the career demands of today are not the career demands of the future. Battelle Institute predicts that none of the top ten careers for 2010 currently exist. The *CAM Report* states that when today's kindergartners reach the job market, 90 percent of them will work in careers that do not exist in today's world. Labor trends such as these are important for you to understand as you plan your career. You want to be sure you prepare for a career that will be available when you finish your education or skill training. Chapter 4 will give you more insight into choosing a career that has positive long-term prospects.

Do you have realistic career expectations? Activity 1-1, "Career Planning Quiz," helps check your knowledge about planning for a career.

CAREER FACT

Is your ambition to play a professional sport? Do you know that only 500 of 1,150,000 seniors who played high school baseball signed pro contracts this year? Put your education and training first.

—adapted from *The Cincinnati Enquirer*,
a column by John Erardi



Job—Occupation—Career

Job, occupation, career—these terms are used constantly. Do they all have the same basic meaning? To make sure there is a common understanding, let's consider the differences.

What do you think?

What do the terms *job, occupation, and career* mean to you?

What is your reaction to, that is, your feeling about, each term?

Job

As a student, you may have had at least one job or may have one soon. Your job may be babysitting, delivering newspapers, doing yard work, or assisting in an office. A **job** is a paid position involving a specific place and time and specific tasks set by an employer. A job allows you to save for something, to pay bills, or to put money in your bank account. You choose a job not necessarily because you like what you're doing, but because the immediate benefits meet your needs. Thus, you may choose a job simply because of the money you will earn. On the other hand, you may choose a job because you want to get some experience in a field you are considering for long-term employment.

A job is often temporary. In fact, after the age of 25, a person changes jobs an average of 10 to 15 times throughout a lifetime.

What do you think?

What are some of the advantages and disadvantages of frequent job changes?

Occupation

An **occupation** is a group of related tasks that require special training, education, or experience to learn a specific set of skills. A person with those skills may claim that occupation—whether the person is currently working in a paid job or not. For example, a person trained as an engineer remains an engineer even when not working in a job in that field. People with an occupation often work at several jobs in their field throughout their working life. They may consider their occupation as a job or as a career.

Career

When asked the difference between a job and a career, people often say a career is something for life and a job satisfies a need. A **career** describes a lifetime work history or long-term participation in a particular field of expertise. When choosing a career, many people base their choice on what they like doing and what they want to do the rest of their lives. Instead of considering a career as a way to earn a living, they see a career as an important, positive part of their lives.

“Choose a job you love, and you will never work a day in your life.”

—Confucius,
Chinese Philosopher

All the possible careers in an entire field are called a **career cluster**. For example, nurse assistants, registered nurses, radiology technicians, and doctors all have careers in the health cluster. Regardless of the career cluster, most people begin in an entry-level job. Then they improve their skills and progress to a more complex career. While people do change careers, they do not do so as often as they change jobs. The average adult changes careers between five and eight times.

A Career or a Job?

Many times a person chooses a job based on its location and pay. The person may think, “The job fulfills the needs I have right now. I don’t know whether or not I’ll like the job, but that’s not important in the long run.” However, liking a career *is* important in the long run. The career path you choose will affect all aspects of your life—your life outside your work as well as the work you do. Research shows that people who enjoy their careers are more satisfied with their lives. They see a career as an important, positive part of their lives. The closer a career is to your talents and passions, the more fulfilled you will be with your career.

Look at the quotation on the previous page. What do you think Confucius means by the term *job*? What does the quotation mean to you?

What do you think?

REAL PEOPLE

REAL CAREERS

Writer and Producer of Children’s Animated CD-ROMs

As a little girl, Theresa Duncan loved toys, games, and storybooks. She thought that storybooks were so imaginative, so full of charm and creativity. “I just never outgrew that . . . imaginative storytelling style,” Theresa said as she talked about her passion. That passion inspired her to write her own children’s stories on her computer, adding graphics to illustrate them.

Theresa’s talent with computers led her to work with a company that produced interactive CD-ROMs. There she learned to animate her stories, making them even more appealing. The skills she learned with the company helped Theresa create an animated children’s storybook, *Chop Suey*, which was named CD-ROM of the Year by *Entertainment Weekly*. Since then Theresa has written and produced other interactive adventures for girls in her fairy tale-creating factory. She now has her own company where she writes, develops, and markets CD-ROMs. Theresa’s childhood passion for storytelling has stayed with her all her life.

For more information about:

- writing, investigate www.bls.gov. Search for “writers and editors.”
- graphic design, explore www.bls.gov. Search for “graphic designers.”

Source: Borst, Terry, and Deborah Todd. “Alt. Screenwriters.” September, 1999. www.wga.org/writtenBy.

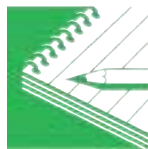
Marcus worked after school in his Uncle Jamul's dry-cleaning business. After sorting dirty clothes, working in the heat of the pressing machines, and watching his uncle labor long hours, Marcus could not understand why his uncle chose to own several dry-cleaning stores. After all, his uncle had a degree in chemistry!



When Marcus asked his uncle to explain, Jamul said that he too had worked for a dry cleaner during his school years. He was fascinated with the chemistry of making clothes bright and clean—the scientific formulas for getting rid of the many kinds of stains and the challenge of cleaning various fabrics. To find out more about chemical interactions, Jamul studied chemistry in high school and college. He has since developed his own cleaning formulas.

Jamul also saw his employer expand from one store to three. Jamul enjoyed figuring out what he would have done if he were the owner. He wanted the challenges

of making his own decisions and being involved in all aspects of his own business. To help realize his dream, Jamul took many business classes in college. Now his career includes both of his passions—science and business.



In Activity 1-2, “Learning from Others,” you discover how successful people have chosen and planned their careers.

Your *P*A*T*H* to Success

Finding your path to a satisfying career requires careful planning and thoughtful decisions. It is not an easy task, but it is challenging and exciting. You may not realize when you look at career areas that *you* hold the key to discovering your career. That key is self-knowledge. Discovering your career path begins with *you*. You should base your career choice on your passions and your talents.

Your journey to a successful career begins with setting goals. Although your goals may change over time, the things you love to do and the talents you have do not change. By basing your career choice on *you*, your journey will be fulfilling and you will achieve career satisfaction. However, before you can follow your passions and talents to a career, you must know your interests, your values, and your skills. You need to evaluate who you are so you can find out who you can be.

Investigating Your Career offers you ways to find the path that will lead to a satisfying career, one that fits your passions and talents. The *P*A*T*H to Success* is one such tool. It will help you begin the self-discovery process.

Passions Uncovering your passions is the first step on your *P*A*T*H to Success*. *Passion* refers to the strong, positive feelings you experience while enjoying something. Enjoyment is not the same as competence. Being good at something does not necessarily mean you enjoy doing it. Begin to identify your career-related passions by thinking about what makes you happy. What were your favorite play activities as a child? As a teenager, what activities do you choose to do in your spare time?

Attitude *Attitude* refers to the way you feel. Think about an activity you selected as one of your passions. Are you eager and excited about that activity? Do you excel at it? Enthusiasm, eagerness, and the belief that you can excel make up a positive attitude. A positive attitude helps you believe that you can achieve anything. Choosing a positive attitude is the second step on your *P*A*T*H to Success*.

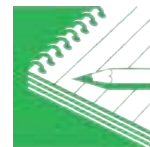
Talents *Talents* are natural strengths and abilities. Everyone has talents. The third step of the *P*A*T*H to Success* is to explore new areas until you know your talents. Consider your talents when looking at career areas. By choosing a career compatible with your talents, you can expand your strengths to help your career grow.

Heart *Heart* refers to what you believe is important to your life choices. The fourth step on your *P*A*T*H to Success*, finding your heart, means answering the questions “What are my values? Who and what are the important influences in my life?” Your answers will help you believe in yourself, choose a lifestyle and career you love, and develop the flexibility and determination you need to reach your goals.

What have past activities, volunteer experiences, or part-time jobs taught you about your abilities, interests, and personality?

What do you think?

How much do you know about your talents and passions? Activity 1-3, “Survey Your Strengths,” helps you take the first step to self-discovery.



Why Plan Now?

In the past, career planning was often ignored or put off until a student graduated from high school. At that point, students either accepted the best job they could find—without much regard to whether they found the job interesting—or started college.

CAREER FACT

Old Rule: Become an expert in your career field. That way, your company can't do without you.

New Rule: The more skills you master, the more job and career choices you will have. Your ability to handle varied responsibilities will be invaluable in the long run.

In college, career planning was usually as uncommon as it was in high school. If college students were counseled about careers, the emphasis was often on how the students could prepare for available job openings in the labor market. Alternatively, some students may have obtained a degree first and then started thinking about job possibilities. Career research and self-assessments were simply tools students sometimes used to fit themselves into preselected fields with high growth potential.

Until the mid 1980s, people often stayed in one career all their working lives. Any career changes were usually initiated by employers through transfers, promotions, or terminations of employees. On the average, adults changed careers only three times in a lifetime, as opposed to the five to eight times today.

Technological advances and global competition have caused many changes in the workplace. In today's labor market, people need to be independent. Most employers expect employees to plan and implement their own career development. To be successful in this competitive job market, people need to develop two types of skills:

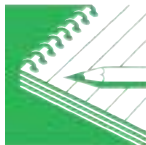
1. **Transferable skills** are similar skills used in various types of careers. For example, transferable skills include the ability to communicate well with others, to identify and solve problems, to set and evaluate goals, to use a computer, to work effectively in a team, and to lead others.
2. **Specialized skills** are skills used in specific occupations. For example, the ability to teach physics and the ability to operate a specific machine are specialized skills.

A broad skill base gives people more career choices and flexibility in their working lives. The flexibility helps people adapt to a changing labor market and avoid becoming burned out in one particular job.

The hot fields in the labor market continue to change rapidly. New technologies, expanding trade, and global economic competition mean greater opportunities and challenges. You can succeed by taking responsibility for your own career and committing to lifelong learning.

What do you think?

What do you think may happen if you delay planning for your career until you graduate from high school?



Use Activity 1-4, “Coming to Terms,” to understand some of the important terms in this chapter more thoroughly.

Planning for Career Success

Using *Investigating Your Career*, you can DREAM! With a positive attitude that uses your passions, your talents, and your heart, you can use this book to plan for a career. Life is 10 percent what happens to you and 90 percent how you react.

As a big sister, Kathleen liked to play with her younger brothers and sister. She created a family library, planned summer activities, wrote plays, and performed shows to entertain her siblings. In school, Kathleen was in every play, either backstage or onstage, and took part in speech competitions. Her part-time job was working in the local library.

When Kathleen began planning her career, she thought about several choices. She listened to the career ideas of her family, teachers, and friends. Then she thought, “Why do something other people think I should do? Why not do what I love to do?” So Kathleen planned a career as a drama, speech, and English teacher. Her organization and early teaching skills became her working life. What she liked to do, and did well, became her career choice.

What Is a Career Plan?

Your career will be a lifelong journey of self-discovery and accomplishment. A career plan is similar to an itinerary, the proposed outline of a journey. To build your career plan, you will:

- Travel the *P*A*T*H to Success*.
- Research career fields to find career clusters that complement your passions, spark your positive attitude, allow you to exercise your talents, and harmonize with your heart.
- Identify skill requirements in your chosen career clusters.
- Set goals for education, training, and experience.

Finally, you will design your career plan by listing the steps you need to take to reach your goals. As you begin to implement your career plan, you will find you need to be flexible. Life does not always go according to plan. However, if you start planning now, you can use your career plan to help you make decisions that will lead toward the goals you set.

A career plan allows *you* to be in charge. Rather than going through life waiting for a big break—the million-dollar jackpot or the genie in the lamp—you can make your own luck. Why not go through life doing something that gives you satisfaction? Something based on your goals, your talents, and your passions? Something that helps you be happy and productive? Now is the time to design a winning game plan for achieving your dream career.



Use your career plan to guide your selection of classes. Begin preparing for your future now.



Throughout this book, you will see the symbol shown in the left margin. This icon suggests that you put a specific document into your Career Journey Folder. Your Career Journey Folder is a place to collect records of experiences that help you make career decisions, such as samples that illustrate your passions and talents, assessments, and much more. You may also add items such as personal notes about your career journey. When you look through the folder, you can review the results of your career planning efforts. Summaries of your personal *P*A*T*H to Success*, results of your career research, and samples of your imagination will all help you in the process of discovering your career.

What do you think?

If you lived in California and you wanted to drive to New York to visit friends, what could happen if you left without supplies or a map?

Succeed through Career Planning

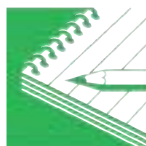
Both the planning process and your career plan will give you a head start toward career success. By knowing yourself—your passions, attitude, talents, and heart—you will be able to choose a career.

Finding your career focus helps you concentrate on your education. Setting goals provides a motivation for finishing high school and directing your future education and training. Some students and some parents think career planning should be postponed until after high school or during college. College is not a career plan. The costs of going to college make it an expensive way to experiment with career choices.

Not having a career plan is a direct cause of many students' problems, according to Leon Botstein in *Jefferson's Children*:

- One of five teenagers doesn't complete high school. This means that after 10 to 12 years of school, they will have trouble getting even entry-level work.
- Three out of ten high school graduates finish high school with no plans for further education and training. In reality, they have only begun to develop the skills employers seek and will have a difficult time building a satisfying career.
- Half of the students who go to college never finish. Starting with a career plan could have given them motivation for graduating.
- Without a career plan, college graduates often take positions that are unrelated to their majors, giving up some of the advantages their degrees could have given their careers.

The process of developing a career plan will help you organize and direct your thoughts toward your future in a satisfying career. You will be able to set and achieve goals that allow you to build career success through work *you* have chosen to do.



The case studies in Activity 1-5, "Case Challenges," give you the opportunity to help Sabrina and Julio solve their planning problems and take charge of their futures.

“Life is what happens while you're making other plans.”

—John Lennon,
Composer
and Musician

Benefits of a Career Plan

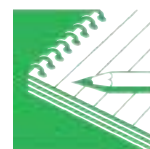
At the end of *Investigating Your Career*, you will be able to picture your future because you started planning now. You will have a good idea of where you are going and how to get there. You will be saying yes to the following statements:

- ✓ School is the place to start the rest of my life. I will take advantage of what my school offers.
- ✓ Many factors influence my career choice, including my family, my teachers, my counselor, and my friends. I have paid thoughtful attention to those influences in deciding my career area.
- ✓ I have taken career assessments that helped me identify my passions and talents and some possible career clusters.
- ✓ I have researched career areas that use my talents and passions. I have investigated the trends for my career in the future. I want to train for a career that will be needed in the future.
- ✓ I have talked with others in my career area and listened to their advice.
- ✓ I have investigated the education and skill training needed after high school for my career area.
- ✓ I am aware of the cost of the education and training for my career area. I know how to look for financial aid opportunities to decrease a financial burden.
- ✓ I have written down my career plan, including the courses I need now and later in my education. My plan fits my career interests.
- ✓ Whenever possible, I will work part-time in my career area to gain experience that will help me make my career decision.
- ✓ I know where to search for jobs and how to go through the job search process.
- ✓ I have started my Career Journey Folder. The folder includes my career assessment results; my resume; the honors I have received; letters from employers and teachers; samples of my best work; and other items that describe my passions, attitude, talents, and heart. I will update the contents of my Career Journey Folder regularly and continue to use them as guides in making my career decisions.

Activity 1-6, “Internet Application,” shows you how to use the Internet as a tool in your journey to discovering your career.



Become a strategic thinker about your career. Ask yourself if what you're doing today will become a career skill tomorrow.



IN A NUTSHELL

- **I can identify realistic career expectations.**

My career will be influenced by how well I learn to understand myself, by the advice and experience of others, by my education and skills training, and by labor market trends.

- **I know the differences in the meanings of the terms *job*, *occupation*, and *career*.**

Job refers to a paid position involving a specific place and time and specific tasks set by an employer. Occupation describes a group of related tasks that require special skills. Career describes a lifetime work history or long-term participation in a particular field of expertise.

- **I can describe the steps of the *P*A*T*H to Success*.**

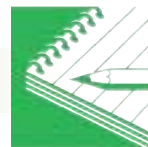
My *P*A*T*H to Success* has four steps: uncovering my career-related passions, choosing a positive attitude, identifying my talents, and finding out what is important to my heart. Following my *P*A*T*H to Success* allows me to choose career fields that are compatible with my talents and passions.

- **I understand why career planning should begin now.**

Developing a career plan now allows me to direct the focus of my education and skill training in the direction of career fields that suit me. I can choose activities and classes that help me prepare for my future career success.

- **I can describe how career planning supports career success.**

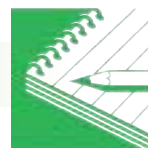
The career planning process and the career plan I design will give me a head start toward career success. By knowing myself and selecting career fields that require my talents and reflect my passions, I can set goals that will help me finish my education and achieve career success.



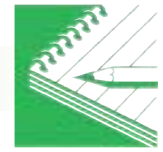
How much do you know about planning for a career? Decide whether each of the following statements is true or false, and write your answers on a separate sheet of paper.

1. You must work in a career before you can decide whether it's the one for you.
2. Anyone can do any job as long as he or she decides to do it.
3. The average person in the United States spends more time doing work activities than any other type of activity.
4. Most careers in the future will require more than a high school education.
5. The majority of people spend their adult lives in the same career.
6. Just wait—the right job opportunity will come your way.
7. Anyone who plans to work right out of high school needs the same basic academic skills as someone who plans to go to college.
8. If you go to a two-year college, you must transfer later to a four-year college.
9. The best way to get a job is through newspaper want ads.
10. Most high-tech fields, such as digital design, require a bachelor's degree.
11. The No. 1 reason people are fired from jobs is that they don't learn quickly enough.
12. If you have the chance to take additional classes, choose math and science courses.

(See page 18 for a discussion of this quiz.)

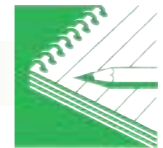


1. Interview one or two people who are successfully employed in a career field that interests you. Some areas to discuss are these:
 - How did you make your career choices?
 - Did you have a career plan? If so, how did you arrive at your plan? If not, why not?
 - How did your values and beliefs influence your career path?
 - What was your education/training path?
 - What were some difficulties you encountered and how did you overcome them?
 - How did the time period during which you were making your career choices affect your career plan?
 - Based on your experience, would you do anything differently? If so, what?Summarize your findings for a class discussion or a written report. Tell what you learned from the people you interviewed that will help you in planning your career.
2. Prepare a time line to show the career decisions of one of the people you interviewed.



Learning about yourself is one of the first steps in discovering your career. The discovery process helps you identify your talents and passions.

- Complete the following statements on a separate sheet of paper.
 - As a child, I liked
 - Today I like
 - My strengths are
 - Others describe me as
- Imagine you find an intriguing bottle on the side of the road. You pick up the bottle and start cleaning off the dirt. And, yes—*Out pops a genie!* You know the drill: The genie must grant you three wishes. The catch (of course there's a catch!) is that this genie is limited to granting career-related wishes only. What is important to you for your future career? Do you have the skills and abilities for that career? What training do you need? What type of lifestyle is best for you? Write the three wishes you would ask the genie to grant.



Job, Occupation, Career

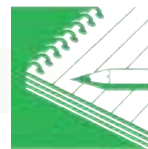
Ask six people, including at least two adults, what they have done to earn money. Based on what each person says, determine whether each considers his or her work a job, an occupation, or a career. Give reasons for your answers.

Transferable Skills



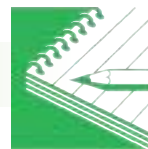
Acquiring many transferable skills increases the number and variety of opportunities available to you. List at least three activities you do, determine what transferable skills you are developing, and name some careers that use those skills.

	Activity	Transferable Skill	Career Area
Examples:	playing computer games	using a computer, problem solving	business owner, any career involving computers
	planning a party	organizing, designing, problem solving	catering, interior design
	serving as an officer in a club	leading, organizing, working with others	business management, politics, business owner, military service



After reading each case study, analyze Sabrina's and Julio's career situations. Do they have career plans? If so, what is wrong with their plans? Then devise a way for Sabrina and Julio to develop effective career plans. Suggest some activities they can do to focus on making clearer career decisions.

1. School doesn't really interest Sabrina. She schedules the classes she needs to graduate on time and takes "fun" classes to fill out the rest of her schedule. All she wants to do is graduate with her friends and start earning money. Sabrina's grades aren't outstanding, but she doesn't plan to continue her education. She just wants to have fun with her friends and pass her classes. She wonders what school has to do with the real world anyway. Working at the fast-food restaurant, Sabrina believes she can cover her expenses on her own. If not, she figures she can use one of the low-rate credit cards and share an apartment with Susie and Petra. Plus, Sabrina has no idea what kind of career she wants.
2. Immediately after high school graduation, Julio plans on going to college for his bachelor's degree. He doesn't know what courses he'll take in college, but he figures he has four years to figure it out. Julio has his college fund, and he thinks his grades are good enough for a scholarship the first year. He knows his parents want him to go to college, so they'll pay his expenses while he makes a decision about his career. He's fairly sure the college advisers tell students what to do, so he wonders why he needs to decide about a college major now.



Internet web sites provide information about creating a career path. They include stories, career information, and life planning information. Some sites also include assessments you can use to explore your talents, passions, and personality.

1. Investigate at least two areas at each of the following sites. Write down ideas that might be helpful to you in learning about yourself and developing a career plan. If you see any unfamiliar terms, write them down and find their definitions.
 - www.careerpathsonline.com
 - <http://motiv8.com>
2. As you investigate each site, look for similarities in ideas and information. Then write statements that describe these common ideas and information.

Answers for Activity 1-1

You will find more information in *Investigating Your Career* and in the suggested chapters.

1. **False.** Observing people working in careers or interviewing them are two ways to help you decide your career. Chapters 2, 3, and 8 offer more ideas.
2. **False.** How could you possibly have all the specific skills needed for every career? Chapter 3 helps you investigate your talents and passions so you can discover your career.
3. **True.** A career will take up more time in your adult life than relaxation will, so it's important to plan well for your career.
4. **True.** The Department of Labor projects that 85 percent of the careers of the future will require training beyond high school. Only 15 percent of those careers will require a bachelor's degree. Chapter 4 gives more specific information.
5. **False.** The number of times a person will change careers keeps increasing as more and more careers require similar basic skills. Currently, a person changes careers between five and eight times after age 25.
6. **False.** If you wait for a job, you may wait for a long time. Great jobs often come from part-time jobs, referrals from friends, and job changes within the company where you work. Chapter 13 helps you in your job search.
7. **True.** Reading, writing, computing, and listening, as well as critical thinking and problem solving, are the basic skills needed for any career.
8. **False.** Many careers are available with an associate degree. Chapters 8 and 9 assist you in deciding whether to transfer to a four-year college or go to work.
9. **False.** Although the newspaper is useful for researching the job market, most jobs come from referrals. This topic is discussed in Chapter 13.
10. **False.** High-tech fields generally require training beyond high school but often don't require a bachelor's degree. Chapters 8 and 9 give you more information.
11. **False.** The No. 1 reason people are fired from jobs is that they cannot get along with their coworkers. The second reason is that they have an attendance problem.
12. **True.** The fastest-growing occupations between 1998 and 2008, as identified by the BLS, all involve math and/or science skills.