|  |  |  |  |
| --- | --- | --- | --- |
| **I can…** | **Task** | **Notes** | **Date Mastered** |
| I can… | Shower and attend to my hygiene prior to leaving for work. |  |  |
| I can… | Independently follow one or two-step directions. |  |  |
| I can… | Request clarification if the directions at work are not understood. |  |  |
| I can… | Use public transportation or independently arrange for other modes of transportation to get to workplace. |  |  |
| I can… | Utilize technology to get me where I need to go (GPS, Google Maps, Mapquest, etc.) |  |  |

**JOBS**

Personal Hygiene/Diet

|  |  |  |  |
| --- | --- | --- | --- |
| **I can…** | **Task** | **Notes** | **Date Mastered** |
| I can… | Understand the importance of daily hygiene care such as brushing teeth, brushing hair, and wearing clean clothes. I can check this by looking in the mirror. |  |  |
| I can… | Wash my hands after using the restroom and before I eat. |  |  |
| I can… | Independently wash my clothes after I have worn them. I can accurately and with minimal help, operate a washing machine and a dryer. |  |  |
| I can… | Recognize and distinguish between healthy and unhealthy foods. |  |  |
| I can… | Independently choose healthy foods for both snacks and meals. |  |  |
| I can… | Independently make a meal/snack for myself (cereal with milk, apple and peanut butter, microwavable meal, etc.). |  |  |

Social/Emotional

|  |  |  |  |
| --- | --- | --- | --- |
| **I can…** | **Task** | **Notes** | **Date Mastered** |
| I can… | can make distinctions between personal, family and work relationships. |  |  |
| I can… | appropriately utilize social cues in a variety of settings social situations ( job, shopping, bank, etc.). |  |  |
| I can… | Communicate with my case manager regarding progress and challenges about personal, school and work relationships |  |  |
| I can… | Access support within school and outside school (community agencies, boss, EAP, private sector support) |  |  |
| I can… | In everyday circumstances I can regulate my emotions so they do not interfere with daily demands and constructive relationships |  |  |
| I can… | Recognize and respond appropriately to facial, body, and social cues |  |  |

**Social/Emotional**

|  |  |  |  |
| --- | --- | --- | --- |
| I can… | Task | Notes | Date Mastered |
| I can… | Respect personal space boundries |  |  |
| I can… | Independently manage conflict in the workplace and related social settings or find helpful resources to facilitate problem solving |  |  |
| I can… |  |  |  |
| I can… |  |  |  |
| I can… |  |  |  |
| I can… |  |  |  |

Communication

|  |  |  |  |
| --- | --- | --- | --- |
| **I can…** | **Task** | **Notes** | **Date Mastered** |
| I can… | greet supervisors, co-workers and patrons and respond to greeting using appropriate word choice, tone of voice and body language. |  |  |
| I can… | advocate for oneself verbally, in person, and via phone, as demonstrated by asking for help and clarification when needed. Ask for breaks and call in if missing work or going to be late. |  |  |
| I can… | engage in relevant short dialogue with peers, supervisors and patrons as needed and appropriate to the situation. |  |  |
| I can… |  |  |  |
|  |  |  |  |
| **I can…** | **Task** | **Notes** | **Date Mastered** |
| I can… | access public transportation and online schedules for all transportation. |  |  |
| I can… | plan on making a bus/train on time. |  |  |
| I can… | plan ahead and use math skills with time to be able to arrive ten minutes before my departure. |  |  |
| I can… | plan ahead to be sure I have the appropriate fare for transportation and some extra money in case I need an unexpected ride. |  |  |
| I can… | have the appropriate ID for a reduced fare. |  |  |

Community Resources

|  |  |  |  |
| --- | --- | --- | --- |
| **I can…** | **Task** | **Notes** | **Date Mastered** |
| I can… | locate and utilize healthcare |  |  |
| I can… | research a 2-year/4-year college, trade school, apprenticeship, military, etc. |  |  |
| I can… | access and set up a meeting to look at my transcript/meet with a college counselor, case manager, college counselor, etc. |  |  |
| I can… | do financial planning |  |  |
| I can… |  |  |  |