

Employment, Training, Life & Transition Plan

Job / Career.

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Leave the hassles, inefficiencies and time consuming tasks related to person-centered planning to the past. **MyChoicesMyPlan** helps busy teachers and counselors solve the many problems in what can be a disorganized process. If you are searching for a better way you can find it by using our web-based planning program at www.mychoicesmyplan.org

1. The "starting out jobs" or "entry level jobs" I might try include:

Dishwasher, Babysitter, Lawn mower, Cashier, Bicycle Repairer, Fast Food Worker, Lifeguard, Swim Teacher, Office Clerk, Janitor, Painter, Waitress/Waiter, Grocery Store Worker, Bartender, Car Wash Attendant, Nurse Assistant, Cook, Laundry Worker, Light Truck Driver, Construction Laborer, Teacher Assistant, Restaurant Host, Bus Driver, Forklift Operator, Coffee Shop Server, Farm Worker, Child Care Attendant, Shipping and Receiving Clerk, Restaurant Busser, Receptionist, Camp Counselor, Groundskeeper, Personal Care Attendant, Factory Worker, Warehouse Stock Clerk, Baker, Security Guard, Assembler, None.

2. The types of work I am interested in are:

Agriculture, Food & Natural Resources, Business, Management & Administration, Human Services, Health Science Technology, Engineering, Manufacturing & Technology, Communications & Information Systems, Arts, Audio/Video Technology and Communications, Information Technology, Transportation, Distribution and Logistics, Architecture and Construction, Manufacturing, Science, Technology, Engineering and Mathematics, Education and Training, Government and Public Administration, Law, Public Safety, Corrections and Security, Hospitality and Tourism, Finance, Marketing.

3. My skills and strengths are:

Playing sports, Building and repairing, Art, Acting, Driving Vehicles, Using Tools and Equipment, Drawing, Using Strength, Putting things together, Solving problems, Concentrating/Focusing, Helping others, Caring for people, Listening, Getting along with others, Coaching, Teaching, Serving others, Leading, Counseling, Working on teams, Managing and supervising, Speaking in public, Communicating, Bargaining/Negotiating, Selling, Writing, Reading, Math, Using a computer, Managing money/Budgeting, Taking inventory, Inspecting, Recording facts, Doing Research, Calculating, Editing, Resolving differences, Working well with people who are different from me, None.

4. The work skills I need to brush up on include:

Showing up, Being on time, Getting along with others, Working fast enough, Working well enough, Talking and listening to others, Making plans and/or carrying out my plans, Having the skills to work, Stamina and endurance (Sticking with it power), None.

5. Some tips that could help me succeed at work are (ACCOMMODATIONS):

Write out clear rules for the job and keep them posted, Use notebooks and sticky notes to remember, Take a time out when things get too stressful, Ask for a flexible work schedule, Use natural lighting in work area, Find a mentor to help me at the work site, Get daily instructions/make a daily to do list, Get extra supervision, Ask for frequent check in times and feedback with supervisor, Ask for a job coach to help learn the job, Use calendars and daily planners, Use cell phone reminder applications, Get a simple routine set up, Use a white noise machine or soothing background sounds, Use checklists of tasks to do, Ask for permission to call a mentor during work hours, Ask for all communication to be straight forward, Ask that all tasks are laid out in a straightforward manner, Ask for extra time to learn tasks, Keep an emergency contact list of names and numbers to contact at work, Ask for clear timeframes and deadlines, Change the start and end time of my workday, Install walls or cubicle or a sound proof area to work in, Ask to work at my own work pace, Educate co-workers about any disability I may have, Change the work schedule around my mood swings, Work alone unobserved from people, Work part time hours, Use color coding for organizing, None.

6. Some of the next steps I need to take to get a job include:

Write a resume, Write a cover letter, Develop a personal data sheet with information to fill in job applications, Figure out what types of jobs I like, Figure out what skills I have, Look through the want ads in the local paper, Visit career and job websites, Practice interviewing, Try an internship, Try a "job tryout" or "job shadow", Visit an employment center, Write down the names of past employers, Write addresses and phone numbers of past employers, Write down the names of people who can be references, Write down addresses and phone numbers for references, Call employers to ask if they are hiring, Visit employers to ask if they are hiring, Take a career interest test, Take a career aptitude test, Visit a job fair, Volunteer at a job I am interested in, Buy some interview clothing, Find my Social Security card, ID, Driver's License or Passport to be eligible to work, Take a career class, Learn to find and fill out applications, Ask friends and family if they know any employers that are hiring, Learn how to take public transportation to my job, Learn how to apply for jobs online, Apply for jobs by dropping off filled out applications and resumes, None.

By using the online version at www.mychoicesmyplan.org a percentage of readiness to take steps for this section can be determined. Use our software planning solution to save, time, energy, headaches, paper and money at www.mychoicesmyplan.org.

Education/ Post-Secondary Education/ Training.

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Think of **MyChoicesMyPlan** as GPS for planning. Picture our program as a cross between **Mad-Libs™** and **TurboTax™** for person centered planning. Use our web-based survey and plan generator to help make individualized planning simpler, easier, quicker and better. Let us help you reinvent the planning process.

1. Careers that require two years of college that I would like to try include:

Registered Nurse, Dental Hygienist, Physical Therapy Assistant, Medical Secretary, X-ray Technician, Medical Laboratory Technician, Accountant, Graphic Designer, Paralegal/legal Assistant, Surgical Technician, Operating Room Technician, Office Supervisor, Respiratory Therapy Technician, Financial Worker, Website Developer, Computer Networking Specialist, Police Officer/Law Enforcement, Secretary, Psychiatric Technician, Architectural Drafter, Computer Programmer, Pharmacy Technician, Licensed Practical Nurse, Civil Engineer Technician, Occupational Therapy Assistant, Dental Assistant, Sound Engineering Technician, Dietetic Technician, Air-Traffic Controller, None.

2. Trades that require technical school or an apprenticeship that I am interested in are:

Auto Body Technician/Painter, Musical Instrument Repairer (Luthier), Administrative Assistant, Child Care Development Specialist, Carpenter, Commercial Photographer, Chef, Mechanic, Machinist, Cosmetologist/Hairdresser/Manicurist, Commercial Artist, Firefighter, Fashion Designer, Dental Technician, Barber, Flight Attendant, Locksmith, Heavy Equipment Operator, Gunsmith, Cabinet Maker, Electric Motor Repairer, Tailor, Taxidermist, Electrician, Bricklayer, Dog Groomer, Painter and Decorator, Radio and Television Technician, Landscaper, Well Driller, Sheet Metal Worker, Paramedic/EMT, Furniture Repair, Surveyor, Heavy Truck Driver, Welder, Plumber, Medical Transcriptionist, None.

3. Professions that require 4 or more years of college that I would like to try

include: *Elementary Education Teacher, Biologist, Secondary Education Teacher, Chemist, Counselor, Lawyer, Special Education Teacher, Architect, Writer/Mass Communications/Journalist, Radio or TV Reporter, Coach, Meteorologist, Earth Scientist, Mathematician, Chiropractor, Librarian, Speech Language Pathologist, Engineer, Accountant, Marketing and Sales Director, Statistician, Audiologist, Geneticist, Physical Therapist, Veterinarian, School Principal, Forester/Conservationist, Social Worker, Economist, Psychologist, Astronomer, Judge, Registered Nurse, Professor, Dentist, Plant Scientist, Occupational Therapist, Geologist,*

Psychiatrist, Physician Assistant, Therapist, Criminal Justice Officer, Physicist, Medical Doctor/Physician, None.

4. The following tips could help me do better at school, college or other training (ACCOMMODATIONS):

Making extra time for homework, Taking notes as I read, Having open book/open note tests, Testing in a room by myself, Getting the choice of a paper or speech, Using a daily planner, calendar, small notebook or agenda, Asking someone to read out loud for me, Getting tests read to me, Asking someone to proofread my written work for me, Using computer spell check and grammar check, Retaking tests until I pass, Working in a quiet place, Using color coded folders for different subjects, Placing directions right in front of me, Taking regular breaks, Asking teachers to slow down when introducing new ideas, Not being penalized for spelling or grammar, Getting homework assignments ahead of time, Getting notes written down for me, Studying teacher notes first, Listening to books on tape, Using flash cards or crib sheets, Sitting away from windows, Using a calculator, Sitting near my teacher, Sitting in the front of the class, Sitting away from people who tempt me into getting into trouble, Getting directions right before the assignment, Using a timer when working, Asking for step-by-step directions, Being allowed to leave early when things are difficult, Getting a daily schedule, reminders and rules, Turning off fluorescent lights, Speaking answers instead of writing them, Getting some one-on-one time with the teacher, Highlighting important parts of what I read or study, Ask to be in a study group, Using a tutor, None.

5. Skills that are or were hard for me at school include:

Spelling, Getting things done on time, Being neat, Writing, Following the rules, Making things, Playing sports, Following written directions, Following spoken directions, Calming down, Memorizing, Class presentations, Not interrupting people, Asking for help, Getting along with teachers, Being a leader in a group, Listening, Discussions, Getting people to understand me, Taking notes, Studying for tests, Being prepared, Speeches, Typing, Math, Reading, Writing, Art, Using computers, None.

6. The types of further education and training I want to try are:

Community Education Classes, Certificate Program, Associate of Arts A.A. Degree-2 year program at a community college, Bachelor of Arts B.A. Degree-4 year program at college or university, Bachelor of Science B.S Degree-4 year program at college or university, Master of Arts M.A. Degree-4 years plus 2 more years at a college or university, Master of Science M.S. Degree-4 years plus 2 more years at a college or university, Juris Doctorate (Law School) J.D. Degree-4 years University and 3 years at Law School, Doctorate Ph.D.-4 years of college plus 4 or more years in graduate school, Medical Doctor -M.D. 4 years university, 4 years medical school & 3-8 years residency, Online learning, Military training, Public technical college, Community College,

Private career college, Public state university, Private colleges and universities, None.

7. Some of the next steps I need to take to be able to go to college or training

include: *Pass state and district tests in math, reading, writing and science, Take demanding college prep level classes, Study and do homework (at least one hour of studying for each hour of college prep level classes), Consider free remedial education in math, reading and writing before attending and paying for them at college, Take a "preparing for college class", Consider taking Post-Secondary Education Options (college classes while still in high school), Talk to a high school guidance counselor, Visit college campuses, Attend college fairs, Visit technical colleges and trade schools, Visit community colleges, Get copies of my high school grades and transcripts, If received or receiving Special Education Services get a copy of my I.E.P. and three year assessment, Consider college programs like: Upward Bound, Visit college student support services for people with disabilities, Talk to an academic adviser at the college, Seek college accommodations for students with disabilities, Fill out college applications, Strongly resist the urge to take out more college student loans than needed, Consider tutoring, Apply for work study/part time job, Figure out how much college is going to cost and the return on investment, Apply for financial aid for college with FAFSA, Apply for grants and scholarships, Take college admission tests: PSAT, SAT, ACT, Visit college websites, Take Test of English as a Foreign Language (TOEFL) test, Complete any required admissions tests or placement evaluations, Take some special education classes, Take all special education classes, Take all regular education classes, Take life skills and vocational related classes, Learn and understand the very big difference between college and high school, Learn what the minimum high school grade point average or class rank is required for college, Learn what the minimum scores accepted for college on the SAT/ACT college entrance tests, None.*

8. If in high school, classes I need to take to meet my future career and post-secondary goals include:

9th grade English, 10th grade English, 11th grade English, 12th grade English, Algebra 1, Algebra 2, Geometry, Trigonometry, Pre-Calculus, Calculus, Biology 1, Chemistry, Physics, History, Government, Geography, Economics, Civics and Social Studies, First year of foreign language, Second year of foreign language, First year of computer technology, Second year of computer technology, Speech, Art, Music, Physical Education, Health, Band, Drama, Industrial Arts, Life Skills, Consumer Science, Consumer Math, None.

About Me.

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MyChoicesMyPlan helps you: simplify and streamline the planning process, reduce the friction of the process and capture the critical information that your agency, director, program and or mandates require. Get away from the nightmare responsibility of having to make plans for someone else... Plans done to or for others rarely result in successful outcomes...

1. My hobbies are:

Drawing, Going to movies, Playing basketball, Hiking, Art, Horseback riding, Canoeing/kayaking/boating, Golfing, Playing baseball, Surfing, Camping, Fishing, Reading, Playing softball, Hunting, Bowling, Acting, Playing football, Running, Playing hockey, Working on computers, Writing, Playing volleyball, Singing, Playing a musical instrument, Cycling/biking, Photography, Snowboarding, Climbing, Martial Arts, Video games, Skating, Playing soccer, Skiing, Motorsports, Sailing, Working out, Swimming, Playing tennis, None.

2. The values that are most important to me include:

Commitment: to stay with tasks & relationships, Creativity: to have new and original ideas, Achievement: to make important accomplishments, Passion: to have deep feelings about ideas, activities or people, Cooperation: to work collaboratively with others, Independence: to be free from dependence on others, Hope: to maintain a positive and optimistic outlook, Humor: to see the funny side of myself & the world, Ecology: to live in harmony with the environment, Openness: to be open to new experiences, ideas and options, Purpose: to have meaning and direction in my life, Stability: to have a life that stays fairly consistent, Honesty: to be honest and truthful, Adventure: to have new and exciting experiences, Caring and Helpfulness: to take care of and help others, Justice: to promote fair and equal treatment for all, Responsibility: to make & carry out responsible decisions, Challenge: to take on difficult tasks and problems, Moderation: to avoid excesses & find a middle ground, Tolerance: to accept & respect those who differ from me.

3. Some of the things I am doing, or could be doing to have a positive healthy outlook include:

Talking to friends, Talking to a healthcare professional, Talking to a therapist/counselor, Using cell phone applications for stress reduction, Writing in a journal, Exercising, Eating healthy foods, Using a light box, Getting extra rest and good sleep, Taking medications, Taking vitamins, minerals, herbal supplements, Attending a support group, Living within a budget, Involving myself with the community, Staying sober and avoiding drugs, Practicing a spiritual tradition, Reading self-help books, Meditating, Praying, Practicing Yoga, Surrounding myself with positive people,

Listening to music or playing music, Going outside and getting out in nature, Taking walks, Keeping organized, Wearing comfortable clothing, Reading affirmations and positive quotes, Setting and keeping appropriate boundaries, Learning to work with my sadness, stress, anxiety or anger, None.

4. My most positive personality traits are:

Active, Ambitious, Assertive, Capable, Careful, Clever, Concerned, Confident, Considerate, Courageous, Determined, Energetic, Focused, Happy, Imaginative, Intelligent, Mature, Open, Organized, Patient, Positive, Reasonable, Relaxed, Reliable, Resourceful, Skillful, Strong, Thankful, Thorough, Thoughtful, Trusting, Trustworthy, Understanding, Wise, Friendliness, Cooperative, Respectful, Honest, Optimistic, None.

5. Things I do that cause me problems include:

I can get argumentative, I can be annoying to others, I can get stuck in complaining, I can be difficult to supervise or work with, I can be easily distracted, I can be distracting to others, I can get overly dramatic, I can become easily bored, My follow through is not so good, I can be very forgetful, I frequently have miscommunications, I can have a hard time with criticism and rejection, I am not able to work as a "team member", I can be irritable often, I isolate often, I lose things often, I can have low energy, I can make many mistakes, I can over react to common stressors, I can have a hard time staying on task, I can have little get up and go, I can be very rigid and rule bound in my thinking, I can be un-assertive with others, I have excessive energy, I focus on the negatives more than the positives, I am not a self-starter, I am not very confident, None.

6. The best ways I learn are:

Hands on and by doing, Reading, Writing, Speaking, Listening, In a musical manner, In groups, By looking at pictures and diagrams (spatial), By myself.

Independent living.

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Use our D.U.M.B technology to create S.M.A.R.T plans. DUMB: Doable, Understandable, Meaningful and Beneficial. SMART: Specific, Measureable, Attainable, Relevant and Time-bound. Software that is easy to use, quick to complete and convenient to use on any platform. www.mychoicesmyplan.org

1. My goals are:

Get my degree, Live on my own, Have a driver's license, Help others who have my same difficulties, Have my own car, Find medications that work for me, Have enough money,

Do what I say I will do, Fill my time with interesting activities, Be respected by others, Be happy, Find a good friend, Get my own house or apartment, Find a job I like, Socialize with friends and/or family, Be a decent person, Help my friends out when they need it, Get more education, Get credit for my ideas, Feel like I fit in, Have control over my own money, Have other people off my back, Stay out of trouble with the law, Have fun, Not need others to take care of me, Not have others take advantage of me, Be easy-going and calm, None.

2. The types of places I want to live include:

With a roommate in an apartment, In my own apartment, In my own house, Sharing a house with friends, In a college dormitory, Living at home with family help, In subsidized housing, In a rented room, In an assisted/supported/supervised living program.

3. Steps I need to take to live on my own are:

Eat better and healthy meals (stay away from junk food and fast food), Exercise more (5 days per week for at least an hour), Learn to wash my clothes, Learn to buy groceries, Learn to keep receipts, Learn to buy my own clothing, Learn to cook breakfast, prepare lunch and cook dinner, Learn how to ask people to change their behavior if it bothers me, Learn to clean my bathroom, Learn how to pay bills like, water, phone, gas, electricity, trash removal, Make a list of household items I will need when I move out on my own, Learn how to fill and refill prescription medications, Learn how to change a fuse or circuit breaker, Learn how to deal with harassment, Learn how to clean my kitchen, Learn how to clean my bedroom, Learn how to use a fire extinguisher, Learn how to use the bus, train, subway and other public transportation, Learn how to unclog a sink or toilet, Learn how to rent an apartment, Figure out how much money I need to earn per month to meet my expenses, Take a CPR class/First Aid Class, Take a First Aid Class, Learn how to set up fire and smoke detectors, Learn how to recognize gas leaks, Learn how to care for pets, Learn how to keep my car running safely, Take a driver's education class, Learn how to do my own taxes...W2, W4, 1040EZ, 1040, 1040A..., Learn how to get a state identification card, Learn how to get car insurance, Learn how to get renters insurance, Learn how to make dentist, doctor and other medical appointments, Learn how to buy a car, Learn how to manage and save money, Learn how to avoid buying things on credit, Learn to register and license my car, Learn about birth control, safe sex and STDs, Learn how to deal with negative peer pressure from others, None.

4. The types of transportation I use include:

Walking, Riding my bike, Taking the bus, Taking a taxi, Using a carpool, Getting rides from parents, Getting rides from friends, Driving my parents car, Driving my own car, Taking the subway, Taking trains, Riding a motorcycle, Using a community rideshare, None..

Community participation.

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MyChoicesMyPlan was designed with the simple idea of making Person Centered and Transition Planning easier for everyone involved. We took a sliver of the problem and added a technology twist to solve it. We took a complicated process, simplified it, and figured out a way to package it in a manner that works. Designed to organize student/client information and report it in plain language. To use our simple computerized program visit: www.mychoicesmyplan.org

1. Ways I can advocate, stand up, speak up, and ask for what I need include:

Learn how to deal with difficult people, Learn about the legal system and the law, Know when to get a lawyer, Be prepared, Be a good listener, Talk clearly and calmly, Stay away from slang and swearing, Avoid put downs and negative comments, Ask good questions, Know my strengths, Know my weaknesses, Understand and use my best learning styles, Take a leadership role at my education planning meetings, Discuss my goals and plans with my parents, teachers, counselors, social worker, Learn how to be assertive (yet not aggressive), Tell a trusted adult if I am being bullied or abused, Ask teachers or others to write recommendations for me, Learn how to file a complaint or a grievance if I am treated unfairly, Learn more about my disability(if I have one) and learn its treatment & be able to talk about it, Practice asking for what I need in order to ask with confidence, Find a mentor, Know as much as I can about my medications and their side effects, Learn about the legal system, rights, responsibilities and protections, Stay away from negative peer pressure and negative people, Learn how to have positive communication and relationships, Know that if I want to go to college I must take college prep classes in high school, None.

2. I have been told I have one or more of the following disabilities:

Specific Learning Disability Spoken Language, Specific Learning Disability Listening, Specific Learning Disability Thinking, Specific Learning Disability Reading, Specific Learning Disability Writing, Specific Learning Disability Math, Emotional or Behavioral Difficulties, Speech or Language Impairment, Hearing Impairment, Deafness, Physical Impairment, Other Health Disability, Visual Impairment including blindness, Developmental Cognitive Disability, Severe Multiple Impairment, Autism Spectrum Disorder, Deaf-Blind, Traumatic Brain Injury, Mental Health diagnosis, None.

3. Some of the next steps that I will need to take out in the community include:

Get a bank savings account, checking account and learn about loans, Learn about the library and get a library card, Learn how to get medical and dental insurance, Learn to use a post office, Learn to dress for success, Learn what to do in an emergency (medical, fire, weather, drowning, poisoning, natural disasters, etc.), Learn how to go to a restaurant, Learn about chemical dependency help (AA, NA...), Investigate a church, mosque, synagogue, religion or spiritual fellowship, Get set up with a gym or recreation center, Learn how to date, Learn what to do in case I am ever charged with a crime, Get set up with a barber or hair stylist, Learn how to order things online, Learn about different state, county and federal help agencies, Get a copy of my social security card, Learn good manners and people skills, Get a copy of my birth certificate, Get copies of my medical records and immunization history, Take a self-defense class, Learn how to pay credit card bills, Learn how to pay phone bills, Learn how to use an ATM, Learn how to repair things, Learn how to get household things fixed (plumbing, electrical, or mechanical problems), Learn to use the internet and social networks safely, Learn to keep warranties in a safe place, Learn to use city, state, county and federal parks, Learn how to avoid becoming a victim of a crime, Volunteer, Learn where to get help if someone has been abused (physical, sexual or emotional), Learn where to go if I have no money, shelter, food or clothing, Learn how to get county financial help if I need it, Learn how to be a good parent, Learn how to vote in elections, Learn how to set up child care, Learn what to do if someone I know becomes pregnant, Learn about contracts and leases, Learn where to get help if someone I know experiences mental health symptoms like depression or anxiety, None.

4. The following services or community resources may help me achieve my

goals: *Homework and Study Skill Training, Education Planning, Employment Planning, Physical fitness training, Computer training, Adult Basic Education in math, reading or writing, Job coaching, Job readiness training, Career Exploration, Independent Living Skills Program, Housing Placement Services, Life skill training, Job search assistance, Drug and alcohol counseling or education, Medical exam, Career Counseling, Counseling, Social Skill Training, Therapy, Anger management classes, Physical Therapy, Conservator/Legal Guardian, Self-Advocacy Training, Structured Living Environment/Programmed Day Activities, Psychological Testing, Occupational Therapy, Vision Testing, Hearing Testing, Interpreter, Speech Language Assistance, Pain Management Education, Social Security Insurance, Guardian Ad litem, Social Worker/case-manager, Occupational Therapy, Vocational Rehabilitation Services, State Services for the Blind, Deaf and Hard of Hearing Services, Personal Care Assistance, None.*