

# SURVIVAL MANUAL

Adult life

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Welcome to the not so hidden secret of this atypical agenda. Here you'll find a survival manual that will guide you through some issues you can encounter when you face adult life. We've compiled content about the following areas:

#### We've compiled content about the following areas:

- Employability
- Well Being
- Housing
- Financial Literacy
- Citizenship & participation

The use of the survival manual is up to you, don't feel obligated to fill in all the worksheets and apply all the information into your daily life. You don't have to strive for becoming a perfect human being, just choose what you resonate with. This manual is a tool, use it when you need it.

The gathered information and worksheets that you'll find here are a result of a long process of surveying and interviewing young adults like you. It was designed to fit different stages and contexts of life, don't worry if some of the information doesn't apply to you yet.

Growing up is a diverse process, different for everybody. Make these pages yours, we honestly hope they can help you in this transitioning time.

# EMPLOYABILITY

In the adulting journey, getting a job is usually considered as the first step towards independence. In this section there are several worksheets to help you plan your career and keep your work life balanced.

#### In this topic you have:

- A career purpose worksheet based on the IKIGAI method, here you'll be able to find your life calling
- Finding your career anchors worksheet that will help you figure out what do you value in work, for example, freedom, security, creativity, etc
- A personal SWOT analysis, that will give a macro vision of yourself and your work prospects
- A action plan worksheet based on your SWOT answers, after completing you can start making active steps towards your dream job
- A work life balance infographic, nowadays burnout has become more than a buzzword and we want you to be prepared for stress induced by work .

Know that all of this information is super simplified, in our website we've divided employability into getting a job, being employed and career progression. There you'll have information about labor law, self branding, soft skills and much more. Interested? **Just scan the QR code and go directly to our website.** 



# **EMPLOYABILITY**

# FINDING YOUR CAREER PURPOSE

the circles.

To find your Ikigai, you must answer the next 4

questions and come up with a plan to com-

bine all of the answers, that combination will

be your purpose. Write your answeres inside

#### WHAT IS THE IKIGAI METHOD?

Ikigai is a Japanese word that means "reason for being". In other words, Ikigai is what gets you out of bed every morning with joy of living.

STEP 2 STEP 1 Write in here Of these activities, everything you love to do, which ones do you do ST WHAT DO ILOVE TO DO whether it is a hobby, a job, very well? We may not be whatever. In fact, it's even the best at doing someworth writing "play video thing, however much we games". Don't underestilove doing it. Here's where mate anything when honesty comes to use listing what you love. for you to understand what's really good for you. And no modesty, okay? 2% , WHAT IDO WELL A WHAT THE WORLD NEEDS PURPOSE **STEP 3 STEP 4** It's time to understand which Finally, choose the of these activities you one(s) the world needs could get paid for. This most. is the trickiest step, because you may find out How can you contribute to Sto WHAT CAN I GET PAID FOR that you can get paid for a the world's needs by doing lot of things you had no idea the things you love, do you could. Dance? It's possible. well and can get paid Playing video games? Also for? possible. Like animals?You could become a veterinarian assistant. **YOUR PURPOSE** 

Now you're able to write your career purpose statement, you don't need to have an actual job you'd like to do figured out, as this career purpose serves as a direction for your future.

# **EMPLOYABILITY**

#### UNDERSTANDING WHAT INSPIRES YOU IN YOUR CAREER

Lifestvle ጸ

Choosing what it's important for you in a job might help you make a decision on a career. What do you appreciate? Flexibility? Being creative? In this worksheet you'll learn which career anchors resonate with you.

You value your lifestyles more than your career.

You rather want to "work to live" to "live to work"

and work-life-balance is highly important for you.

You prefer having flexibility at work so you can

Pure

5 4

Entrepreneurial Creativity 뉯

You seek creativity and think about owning your

own business. You value pace, variety, and

challenge. You value working in teams a sharing

3 2

Challenge

foster your personal life goals.

You don't care much about your job

position, as long as there are big

problems to solve and

challenges to overcome. You

Service & 💦

Dedication

You get fulfilled from

your job roles through helping others, rather

sector organizations.

workloads.

than through your core

skills, leading or being

autonomous. You might want

to work in an NGO or public

get bored easily and dream

of juggling between varied

careers looking for new

problems and challenges.

Read the description and measure, from 0 to 5, how that anchor resonates with you, then connect the dots, like in the example. After, choose your priority anchors and explain why they're important for you.





**CAREER ANCHORS** 

Technical & Functional Competence

You are motivated by being really good at something. Technical does not mean "technology related", rather it means being a highly skilled professional. People with this anchor thrive on skills improvement and enjoy demonstrating their expertise.

> General Managerial Competence You want to manage and lead others. You seek responsibility, accountability, the challenge of solving problems and working through others. You like to manage projects and people and put your vision moving forward.

> > Autonomy & Independence

You value having control and freedom over how vou work. You seek flexibility and freedom in your career, often you like to work alone, doing things your own way.



#### 4 Security & Stability

You value certainty and seek to avoid risk in relation to your job. You may also seek stability over job's demands, hours, and broader team structures

#### **YOUR 3 PRIORITY ANCHORS**

WHY?

# PERSONAL SWOT ANALYSIS

Now that you've figured out your purpose and your career

anchors it's time to prepare for action. With this personal SWOT

analysis, you can start to make yourself stand out from the crowd,

and further develop the specialized talents and abilities you need

# SCW

#### **STRENGTHS**

Think about your strengths and ask yourself the following questions:

• What am I really good at?

• What skills do other people compliment me on, or associate me with?

• What do I do (or what skill do I possess) that is unique and sets me apart from my peers?

#### **TIPS & ADVICE**

1. Don't be shy... this is your chance to brag about yourself with no one else listening!

2. Don't limit yourself to the strengths that you demonstrate currently. List all of your strengths, even the ones you don't use at the moment. Pay particular attention to the attributes that your peers don't have – how are you different, unique and special?

#### WEAKNESSES

Think about the following: • What do you lack that others

around you have? • What could you do better? (Sometimes, we cover up our weaknesses and hide them from others, time to be honest)

• Are there things that you receive consistent criticism for?

• Do you have any habits or characteristics that plague you at work or at home?

#### **TIPS & ADVICE**

While it's important to "get real" about your weaknesses, don't beat yourself up over really small stuff. Even the most honest of us tend to downplay our weaknesses, so finding out what others think is really important. Consider how their feedback compares with your own beliefs. Do they confirm what you thought or not? Note down your findings on the grid.

# 

# PERSONAL SWOT ANALYSIS

# OPPORTUNITIES

Think about how you want your career to develop and grow. You likely want to learn and practice new skills, and take on new responsibilities, seek unseen opportunities by asking yourself these questions:

• How can you turn your strengths into opportunities?

• How can you create opportunities by managing or eliminating your weaknesses?

• Are there any general political, economic, technological, demographic, and social trends

that you can take advantage of?
Do any changing circumstances in your personal life present an opportunity for you to

capitalize on?

• Are you working on any goals that will provide opportunities once you've accomplished them?

# THREATS

Threats can come from many different angles, look closely at what you hope to accomplish, and list as many things that can go wrong as you can think of.

Remember, a threat is only dangerous if you don't address it. By identifying your threats, you're being proactive and taking control of your success.

#### **TIPS & ADVICE**

Here are some question to get you started:

• Are your peers doing things that you haven't started yet?

• Does changing technology threaten your position?

• The type of career you seek is at risk?

• Are any of your weaknesses significant enough to threaten your success?

#### ACTION PLAN

After finishing this analysis you are ready to make your action plan. The last sheets were designed for you to have a clear vision about who you are, what are your priorities in your work life and how you're starting this job journey. A vision needs a clear plan, and in the next sheet, you have the opportunity to think of next steps.







WHAT IS IT? WHY IS IT USEFUL?

to advance your career.





EMPLOYA	BILIT	Y	ACTION PLAN		EMPLOY	ABILITY		А	CTION PLAN
-		KEY LEARNINGS	POSSIBLE ACTION		QUICK WIN	HABIT	LEARN	PEOPLE	DATE TIME
HOW TO FILL OUT				-					
<ol> <li>Look back at your SWOT answers. In each category what</li> </ol>	S T			_					
each category what have you learnt about yourself? What possi- ble actions can be	R E N								
made from those learnings? Try to find 4 learnings and associ- ate them to an action.	G T H S								
2. Categorize each action by whether it is									
2. Categorize each action by whether it is a <b>Quick Win</b> (some- thing you can do right away), a <b>Habit to</b> <b>Change</b> (a behavior you need to start or stop), something to <b>Learn</b> (longer-term research, study or reflection), or involves <b>People</b> (individuals or groups you could build – or break – connections with).	W								
stop), something to Learn (longer-term research, study or reflection), or involves	E A K N								
People (individuals or groups you could build – or break – connections with).	E S S								
3. Now it's time to act. Be realistic but avoid	E S								
procrastinating. Plan and schedule when you're going to put your analysis into practice, and go for it!	O P P			_					
practice, and go for it!	O R T								
	U N I T								
	I E S								
TIPS				_					
Ex: <b>Key Learning</b> - I've learned that I need to work on my social and networking	T H R								
skills <b>Possible action</b> - I'm going to engage in a public speaking	E A T S								
course.	-								

# EMPLOYABILITY

#### IST FOCUS ON WHAT **GETS RESULTS**

Most of us get 80% of results from 20% of the work we do. Focus your efforts on that 20%.

Ask yourself, what pieces of work will create real progress toward your goals? What is the most important thing I have to get done today?

#### **3RD LIMIT ACTIVITIES** THAT WASTE TIME AT WORK

#### MEETINGS

Only attend meetings that are important.

Choose the most appropriate and efficient channel : phone, video or face-to-face.

Use clear agendas and stick to them.

#### 4TH GET A GRIP **ON YOUR EMAIL**

The average employee spends 36 days per year answering emails.

Tackle email overload by: Checking and replying to emails at set times each day.

always Not replying straight away - it is OK to respond within 24 to 48 hours.

# WORK LIFE BALANCE

#### 2ND CONTROL THE DIGITAL **OVERLOAD RATHER THAN** LETTING IT CONTROL YOU

Turn off your work phone at night - and when you are on holiday too!

Mute notifications and respond at a time that suits you.

Use email filters and rules to streamline incoming emails.

# SOCIAL MEDIA



Limit your social media time to before or after work, or during your lunch break.

Or, try mini breaks, where vou browse internet or use social media for no more then 10 minutes before getting back to work.

#### 5TH USE THE POWER **OF NO WISELY:**

Stick to the "project in, project out" rule. If you take on more work, negotiate to drop other tasks to free up time.

Don't be a "yes person." Don't agree to take on every bit of extra work you'll end up being dumped upon. Be selective. Pick projects that expose you to key people, or where you can learn new skills.

# EMPLOYABILITY

#### 6TH REPLACE PERFECT WITH GOOD ENOUGH

#### Try:

Letting go. Ask for help if things get too much, and don't be afraid to delegate.

Setting more achievable goals. Discuss what you want to achieve with your boss or a trusted colleague, and ask, "Am I being realistic?"

Having a reality check. Ask yourself, "What is the worst that can happen?"

#### 8TH HEALTHY BALANCE OF REST, RACE, **RELATIONSHIPS** AND RECREATION

#### RECREATION

Usually the first thing that goes off is your recreational time, your time to do something you like, something fun! Make sure that every week you reserve some time for your hobbies.

#### **RELATIONSHIPS**

It's important to spend time with the ones we like, and keep our relationships healthy (we have a whole chapter about it in this agenda). You know, we are social animals and we tend to overlook this aspect when we're so focused on working all the time, go and call that friend that you've been missing for a while!

#### 7TH INTEGRATE WORK **AND HOME LIFE**

WORK LIFE BALANCE

Find a balance that works for you: 

Ask your manager if you can work from home part of the week, or for flexible hours.

Coordinate with your family so that your personal commitments are met.

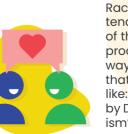
Schedule downtime and don't sacrifice the important things in your personal life.

There are four R's in life: rest, race, recreation and relationships. For you to be happy you have to balance all these four otherwise there could be some discrepancies in your life.

#### REST

Rest, it's simple. To keep your mind and body healthy you need to rest and relax. The longer you push your working hour into rest hours the less productive you'll be in the long run. And when we say rest is rest, don't check your email, or socials, they increase your dopamine levels and will bring stress to your zen zone.





Race, or work, these ones

tend to overpower the rest of them, so learn how to be productive in a healthy way. There are some books that can help you with that like: "Getting things done" by David Allen or "Essentialism" by Greg McKeown.

AND INTERNET

# NOTES

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# HOUSING

The second step to become an independent adult is to get out of your caregivers house. There are a bunch of things to keep in mind before even starting to search for a house, we want to help you in this process.

#### In this topic you'll find:

- A pros and cons list about different types of housing (buying, renting and co-living)
- A housing assessment worksheet for you to reflect on your current context, your wants and needs before starting the search process
- Some tips about eco friendly living. Not only you'll learn to be more sustainable but you'll also save some money by doing it

This is just an appetizer for a much wider research we've done on the topic. If you want to know more about different types of housing, how to organize your chores and even learn about housing programs check out our website. **Scan the QR code and jump into our housing topic.** 



# TYPES OF HOUSING: PROS & CONS

HOUSING

**BUYING A HOUSE** 

# TYPES OF HOUSING: PROS & CONS

When facing the decision of leaving your parents nest there are many questions that may arise when choosing which types of housing suits you best. Here you may find a pros and cons list to help you decide.

#### **RENTING A HOUSE**

#### PROS

• It is a better option for those who are starting a career and want to leave their parents home or simply do not have the income to buy.

• It offers greater mobility, as it is easier to exchange house due to the length of contracts. This is undoubtedly a decisive factor for people who, for professional or personal reasons, have to move house frequently.

• The only obligation as a tenant is to pay the rent or, eventually, part or all of the constructions and renovations, if agreed with the landlord.

• It has less associated expenses, since you don't have to pay taxes or condominium expenses, for example.

#### CONS

• You have to answer to the landlord. This means that you always have to relate to them in some way. You can be lucky of having a good landlord or somebody that is always nagging you.

• You are investing in something that is not yours and therefore you are not building wealth.

• You may be forced to move. If the contract ends, you may find yourself in a situation of having to look for a new home even if it is not part of your plans.



#### PROS

• When buying a house there are several extra costs that you have to bear. To name a few: taxes, municipal contributions, condominium, insurance and loan fees.

• It's harder to buy a house right from the start because you need to have a reasonable amount of money only to ask for a loan, also your working situation can influence your eligibility for it.

• When you buy a house with a loan you are making a huge commitment since you'll be paying for it for the next 30 years on average. It will be harder to change houses if you want to.

#### SHARING A HOUSE

#### PROS

Decreases monthly expenses, rent and house bills.

• You are not alone in the house and it is an opportunity to meet people on a deeper level even if they already are your friends.

• Sharing the chores related to the common areas.



#### CONS

• If you buy a house, you are building your own property and networth that can last for other generations.

• If you need to do any construction or renovations you are free to do them.

• You have more security since you're not under a contract with a landlord.

• It is a safe investment, the real estate market is cyclical so you might have a profit if you decide to resell your house.



#### CONS

- You have less privacy.
- You may have a hard time adapting to your inhouse mates routines.

• If you made the contract together you have to wait until the end of it to leave the co-living situation.

# HOUSING

# HOUSING ASSESMENT

not liking the house you're living in. In these pages

you'll find reflections, checklists and tips that will help

you in the process of finding a house that fits your

context and needs.

Moving out can be a tedious and confusing process, many questions arise and if you don't keep track you might pay the price later, that is,

#### YOUR CONTEXT, YOUR WANTS AND NEEDS

Time to reflect, please answer the following questions.

WHY ARE	
YOU SEARCHING	ì
FOR A HOUSE?	

WHAT IS YOUR CURRENT FINANCIAL SITUATION? WHAT DO YOU NEED IN A HOUSE? (for example, do you have pets? Do you need silence at night? Think about your routines and how you'll use your house)

After this brief reality check, in the following worksheet you'll be able to fill up what you'd like to

have in a house. In each category you can build a road map of the important components of a house for you.

# HOUSE COMPOSITION

(think about quantity, dimensions and combinations of bedrooms, living room, bat<u>hroom & kitchen)</u>

#### ENERGETIC EFFICIENCY (think about: electrical appliances, flooring, windows, wall isolation)

# ENVIRONMENT

(sun exposure, heating, humidity)

# Image: HOUSING OUTSIDE SPACE EXTRAS Ineighbors, services, city or village, near work) (balcony, patio, farming terrain) EXTRAS Image: Ima

#### PRIORITIES

Of all the things you've put into each of the categories select 3 things that are a priority for you (prioritizing will help you in the process of visiting houses, if you have your must haves it will be easier to ditch houses)

Your house assessment might be complete, but there are many things you should consider when searching for a house:

• Make sure you have access to all the information about the house before you make a decision, if you have any doubts ask them, you might regret it later.

• Once again, don't be afraid to ask questions, the one living with your poor planning will be yourself.

• Do you see anything in the house that needs fixing? If so, who is responsible for fixing it? • When visiting houses don't be afraid of checking if the doors and lights work, look closely at the walls to check if there is any hidden mold, ask for the type of heating of the house, flush the toilets, check the kitchen appliances. Have a system of keeping everything in score so you can compare.

• Are pets welcome? Are the walls paper thin so that your neighbors will hear everything? Is it allowed to smoke inside?

# HOUSING

# **ENERGY AND ELECTRICITY**

#### PREFER LOW-ENERGY APPLIANCES

When buying an appliance, choose energy class A ++ or A +++, which consume up to 70% less energy compared to class A. You are also saving on your electricity bill over time.

#### WATCH OUT FOR THE STAND BY

Many of our plugged devices keep on wasting energy, when you leave for work or go on vacation don't forget to unplug some of them. You'll save on the energy bill and contribute to less energy waste.



# ECO-FRIENDLY HOUSE TIPS

#### **REPA**IR INSTEAD OF BUYING NEW

Don't you feel like nowadays electronic devices get broken or outdated quicker? That's called scheduled obsolescence, where manufacturers don't make products builded to last.

When a small appliance, like a coffee machine, gets broken usually you just go and buy a new one. This type of waste is hard to recycle and several times it ends up in landfills across the globe.

Next time something gets broken, search for a local repairman and have him take a look before you toss an electric device into the trash. Even better, check if in your area there are some repair cafe initiatives where you can learn how to fix your own devices.

## WATER

#### SAVE WATER WITH A LOW-FLOW SHOWER HEAD

We're all told how showering saves energy and uses less water than having a bath. But did you know that you can also save, by replacing your shower head for a low-flow one?

This type of low-flow solutions can be applied to your faucets as well. They add oxygen to your water flow so you still have a solid stream of water with much less waste.



RETHINK HOW YOU USE WATER

There are many ways that you can save up water in house: fill up your washing machine and use small washing cycles; put some water bottles into your toilet, you'll waste less when you flush; when you're going for a shower take a bucket to save the pre-heated water, use it in your toilet; pick rainwater, your plants will love it!

These are just some examples, better to watch carefully how you use water daily and think of ways you can save, get creative!

# HOUSING

#### FOOD

#### COMPOST YOUR FOOD WASTE

Turn any food waste and kitchen scraps into compost. You can buy a compost bin very cheaply from many home/DIY outlets and some refuse services will offer to give them free of charge to households, to place in their kitchens. Scrape any leftover, or old food into them and simply leave it be. Over time it will turn into useful compost that can be used in the garden.

#### **REDUCE FOOD WASTE**

Everyday tons of food goes to waste worldwide. We don't debate much about it every time we dump the rest of the milk down the drain or when we throw the dinner leftovers in the trash, but we should.There are several strategies that can help you reduce food waste at home:

Make a weekly plan of your meals; Buy only what you will need; Freeze all foods that you will not consume in the short term; Use vegetable skins to make a tasty broth.

#### CLEANING

#### THINK GREEN WHEN CLEANING

We all have our favorite detergents and cleaning products that we've used for years, and never really thought about the harm they could be doing to the environment. Once they're washed down the drain they go into the water supply, and it can often take a lot more energy and hard work to purify the water again at treatment works.



#### BUY FROM BULK SHOPS OR FARMERS MARKETS

In big supermarkets it's hard to keep track of the supply chain, sometimes you can be buying from a local producer and other times your mangos come from a land far far away. When you buy from bulk shops you have the guarantee that they will prefer the most sustainable products while letting go of unnecessary packaging.

Farmers markets are also a great alternative for buying your fruits and vegetables, you'll be buying directly from the producer and helping your local economy.





There are some simple switches you can make. Bicarbonate of soda, lemon juice or vinegar can all be used in place of bleaches and detergent to kill bacteria and leave homes grease and odor free.

If making your own cleaning products is too far for you, you can always check your local bulk store for green detergents, there is always a way!



# NOTES

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# **FINANCIAL** LITERACY

Welcome to your crash course on financial literacy, in these pages you'll find tips and a worksheet on how to take care of your personal finances.

#### This topic is divided in three chapters:

• 1st - Keep your finances in check, where you'll learn on how to overview you financial situation and what can you do to improve it in a short term time

• 2nd - Create your financial goals, here you'll be able to construct a consistent action plan to attain your bigger financial aspirations

• 3rd - Investing 101, a small crash course about what is investing, what you need to know before investing and what types of investment are there.

Please, know that all of the offered information is super compiled and it's always better to check our website for deeper information, **scan the QR code below** to have direct access to all our financial literacy resources.



**OVERVIEW YOUR CURRENT** 

If you don't know where you are,

you don't know where to start.

Let's take care of that!

**FINANCIAL SITUATION** 

# MANAGING YOUR FINANCES

# 5 FINANCIAL LITERACY

# MANAGING YOUR FINANCES

#### Now that you know the rule, divide your categorized expenses into essential and non essential.



# DO THEY FOLLOW THE 50-30-20 RULE?

# YES? IT'S TIME TO TALK ABOUT YOUR EMERGENCY FUND

An emergency fund is an amount of saved money that you can use for unforeseen expenses like your car breaking down, medical bills or even becoming unemployed.

Ideally you should save enough money that you could keep your cost of living (essential expenses) for at least 6 months. For example, per month you spend  $600 \in$  on essential expenses, you should aim to keep in your emergency fund  $3600 \in$ .

Accidents will happen, and if you have an emergency fund you'll have less risk of entering into debt.

# NO? Here are some tips

#### Budget your nonessentials.

Now that you know how much you can spend per month on non essentials, you should budget them to meet the 30% criteria. Each month plan how much you can spend on eating out, clothing, and entertainment. In this way it will be harder for you to overspend.

#### Search for phantom costs

Phantom costs are expenses that we don't quite notice we're having. For example: some bank accounts charge monthly fees, insurance and house bills can be getting more expensive and maybe you've subscribed for a streaming platform that you don't care about anymore and you're still paying for it.

#### Enroll in a saving challenge

If you're into gamification of your life you can start a saving challenge. In this agenda there is a 52 week saving challenge sheet that can help you saving every week like you were playing bingo (jump to page XX)

# 2ND STEP SEPARATE YOUR EXPENSES

Next, separate your expenses by categories: rent, house bills, transportation, groceries, delivery and eating out, entertainment, etc.

Then you can see how much you're spending on which of these cate-gories.

In the monthly view of this agenda you have a financial balance sheet, it can help you keeping track of your expenses.

# 3RD STEP THE 50-30-20 RULE

This rule means that **50% of your** income should be spent on essential things, for example: rent, house bills, groceries.

**30% spent on things that aren't essential** but bring you joy like, eating out, entertainment, clothes.

**20% spent on savings**, building your emergency funds, retirement.







After this list you can already analyze if you are spending more than you earn, if you are breaking even or saving some money.



List all your incomes and expenses of the last month. You have some Apps that can help you track your money, like Mint.



## FINANCIAL LITERACY

#### CREATE YOUR FINANCIAL GOALS

and write agains that depend on money to be

realized. For example, in the free time jar you may

write "I want to travel to Oaxaca in Mexico by 2023".

After knowing how to take care of your personal The challenge here is for you to go through each jar finances, it's time to make financial goals. First of all let's get creative using the jar method. Each jar represents one area of possible financial investment.

**FINANCIAL FREEDOM** 

In here write goals that will help you reach financial freedom, for example: buying a house to rent, invest in index funds or start your own business.

BIG SPENDINGS
In this jar put goals related to hig purchases that

In this jar put goals related to big purchases that you'll have to do in the future; buying a car or buying a house, for example.

Now that you've brainstormed what might be your financial goals let's learn how to make

#### FIRST SET YOUR LONG TERM GOAL

Your long-term goal may take years to reach. You might adjust it over time, but your long-term goal is the vision, the place you are trying to reach. You need to set it to build effective medium and short-term goals.

FREE TIME

In this jar write goals linked to recreational activities. Going out, going to the cinema, spending time in a nice restaurant, anything that you like to do and brings you joy.

EDUCATION	

Use this jar to write goals about knowledge and competencies, for example, books, a new degree, classes.

them tangible. We'll use a method based on long, medium and short term goals.

Common examples of long-term financial goals: • Debt freedom

- Buving a house
- Financial independence

#### FINANCIAL LITERACY

#### **MEDIUM-TERM GOALS**

Break down your long term goal into action-oriented milestones, those are your medium term goals. Doing so will help you understand yourself better, take more effective action, and dramatically increase your chance of success.

For example, if your main goal is to achieve financial independence your medium term goals might be buying a rental house or investing 10 000€ in index funds.

SHORT TERM GOALS Your short-term agais should be systems, little action steps that you do actively to create the habit of working regularly on your financial goals. This could be, creating an investing plan, researching different types of investment or investing 50€ every month. Your short-term goals are actions you take that build a system that ensures you meet your medium-term goals. To sum up, your short-term goal builds or strengthens a system, which leads to achieving your

medium-term goal, which supports your long-term goal. Each type of goal is related to

the other.

## **CREATE YOUR FINANCIAL GOALS**

#### **REVIEW YOUR GOAL PROGRESS REGULARLY**

If you want your financial goals to actually lead to change and success, you have to set-up a regular review process. As soon as you set your goals, commit to the times when you will review them. These should be regular, but do not need to be frequent. Be intentional, not obsessive!



Now, let's look back at the jars. From the listed goals choose one, or two, that you see as a long term goal.

Reflect and plan on it by filling the following worksheet.

LONG-TERM GOALS	BIG GOALS & ASPIRATIONS	MEASURE	BY WHEN
Ex: being financial independent		500.000€ in invest- ments with return	2040
MEDIUM-TERM GOALS	STEPS LINKED TO LONG TERM	MEASURE	BY WHEN
SHORT-TERM GOALS	DRIVES ACTION & BUILDS SYSTEMS	MEASURE	BY WHEN

# S FINANCIAL LITERACY

Before the age of internet investing was something exclusive for wealthy people or stock market correctors. Nowadays, everybody can invest, and, even if you don't have much

#### WHAT IS INVESTING?

Investing is the act of allocating resources, usually money, with the expectation of generating an income or profit. You can invest your money in

different things, such as using money to start a business, or in assets, such as purchasing real estate in hopes of resell-

money, you can already start doing

some small investments. Just be

sure that before investing your

money you should have your emer-

aency fund and debt taken care of.

**INVESTING 101** 



#### Start investing as soon as you can

The more time your money has to work for you, the more opportunity it'll have for growth. That's why it's important to start investing as early as possible, don't think because you're young it is too early, actually it's the perfect timing.

#### Try to stay invested for as long as you can

When you stay invested and don't move in and out of the markets, you could earn money on top of the money you've already earned. That's called compounding returns, and it could mean more money for your retirement. Yes, you need to start thinking about that as well.

#### **TYPES OF INVESTOR**

Understanding what type of investor you are is a fundamental step, especially if you are starting your journey as an investor. It will allow you to understand

#### **INVESTOR PROFILE TYPES**

#### CONSERVATIVE MODERATE The moderate profile risks The conservative investor a little more in the search prefers to have a lower for profitability and therereturn for the sake of the security of their investfore sometimes bets a ments. Here there is more fixed amount on products dedication to the preserwith variable returns. vation of assets and liquidity.

#### **TYPES OF INVESTMENTS**

#### BONDS

Bonds are debt obligations of entities, such as governments, municipalities, and corporations. Buying a bond implies that you hold a share of an entity's debt and are entitled to receive periodic interest payments and the return of the bond's face value when it matures.

#### **REAL ESTATE**

Investing in real estate can be a safe way to keep your wealth. Some people invest in buying apartments or houses and rent them to pay the loans and taxes related to that purchase. This type of investment requires you to have already a good amount of money to start with, so it might be a long term investment asset.

# 3

Spread out your investments to manage risk.

Putting all your money in one investment is risky-you could lose money if that investment falls in value. But if you diversify your money across multiple investments, you can lower the risk of losing money. Big key commandment is to diversify your investments portfolio.

# Δ

2

Risk and return are two sides of the same coin

Low risk investments generally means low expected returns, while higher returns are usually accompanied by higher risk of losing all your money. This will relate to the type of investor you are.

#### **STOCKS**

A buyer of a company's stock becomes a fractional owner of that company. Owners of a company's stock are known as its shareholders and can participate in its growth and success through appreciation in the stock price and regular dividends paid out of the company's profits. Index funds.

#### **INDEX FUNDS**

Index funds are investment funds that follow a benchmark index, such as the S&P 500 or the Nasdag 100. When you put money in an index fund, that cash is then used to invest in all the companies that make up the particular index, which gives you a more diverse portfolio than if you were buying individual stocks.

#### CRYPTOCURRENCY

A cryptocurrency is a type of currency which uses digital files as money. Usually, the files are created using the same ways as cryptography (the science of hiding information). Digital signatures can be used to keep the transactions safe, and let other people check that the transactions are real. One of the most well known cryptos is bitcoin.

#### the limits that you will have when allocating your money. On the other hand, it becomes easier for the investor to build his strategy, already suited to his profile.

BOLD

The bold investor seeks high returns and gives up much of the security to achieve high percentages of profitability.

**INVESTING 101** 

# ing it later at a higher price.



# 5 FINANCIAL LITERACY

Saving can be difficult sometimes. That is why we included a fun way to get you started: the 52 week challenge. The premise of this challenge is to save a different amount every week, and by keeping this habit you may save up to  $1372 \in$  in a year! You can do it in full (week 1 =  $1 \in$  saved) or by half (week 1 =  $0,50 \in$  saved).

# 52 WEEK SAVING CHALLENGE

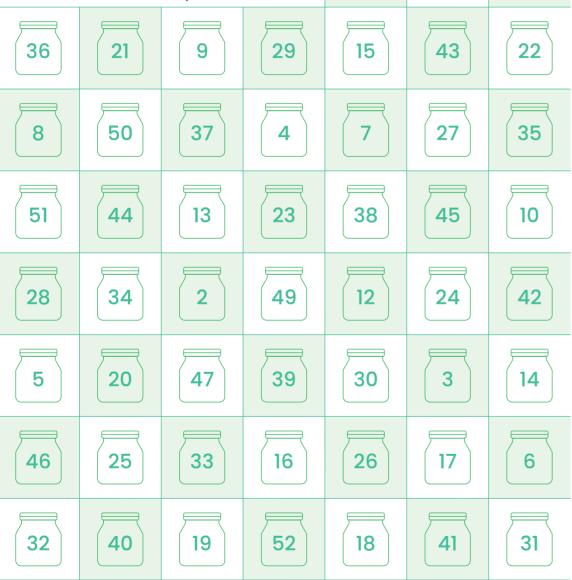


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48

#### HOW TO DO IT

You can do it gradually: on week one you save  $1 \in$ , on week two you save  $2 \in$  and so on until week fifty two, each time crossing the respective jar. Or you can save depending on how much you have for that week and cross the jar with that amount. For example if on the first week I was able to save  $25 \in$  I'll cross the 25th jar.



**TOTAL SAVED** 

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#### NOTES

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This thing of growing up might feel like being thrown in a pool without knowing how to swim. The responsibilities hit all at the same time, and nobody told you that it would be like this. It's ok to feel overwhelmed, it's ok to feel confused.

In this section we've focused on bringing you tools that can help you assert your emotions, recalibrate, and deal with stress. The world won't give you truces so be sure you're equipped.

#### In this topic you'll find:

- How to create self care routines
- How to access your emotional intelligence
- Some quick relaxation exercises to ease your stress and anxiety
- A infographic about healthy relationships and how to maintain them
- The genderbread person where you'll learn about gender identity, gender expression and sexuality
- A list of useful contacts of different entities that can help you with your mental heatlh and intimacy issues

All of this content is just a part of a broader website full of useful information around this topic. There you'll learn more about mental issues, how to take care of your intimacy and even out to navigate your public health system. **Just go on**, **and scan the QR code that will link you directly to our well being topic**.





# **RELAXATION TECHNIQUES**

Everyone of us has had a stressful day, and they can appear for many reasons. When stress is triggered it can be hard to relax and just go back to normal, and sometimes you

#### **PROGRESSIVE MUSCULAR RELAXATION**

The idea behind PMR is that you tense up a group of muscles, so that they're tightly contracted. Hold them in a state of extreme tension for a few seconds, and then relax the muscles normally. Then, consciously relax your muscles even more.

RAISE **EYEBROWS** Raise your eyebrows as high

as you can.



**PULL UP SHOULDERS** Pull your shoulder muscles up toward your ears.

Hold each position for five seconds, and then relax. You might also find it helpful

end up being a grumpy cat for the rest of the day. Here you can find some quick relaxation exercises that you can use in those days.

This process of moving from intense

tension to deep muscular relaxation

fight-or-flight response when you're

experiencing fear or stress. Here are a

few examples of waysto engage in

progressive muscular relaxation.

interrupt your

helps

**CLOSE** 

**YOUR EYES** 

for five seconds.

**BEND** 

**YOUR ARMS** 

Bend your arms and tense

your biceps as tightly as

possible.

body's

#### **DEEP BREATHING**

WELL BEING

In this simple, powerful technique, you take long, slow, deep breaths (also known as abdominal or belly breathing).

As you breathe, you gently disengage vour mind from distracting thoughts and sensations.

Do this for a minute or two, and really surrender yourself to your breath, it will make the relaxation much more impactful.

# **RELAXATION TECHNIQUES**

#### **BODY SCAN**

This technique blends breath focus with progressive muscle relaxation.

After a few minutes of deep breathing, you focus on one part of the body or group of muscles at a time and mentally release any physical tension you feel there.

You can also start from your feet and scan your body up until your head.



Using the 5-4-3-2-1 technique, you will purposefully take in the details of your surroundings using each of your senses.

Strive to notice small details that your mind would usually tune out, such as distant sounds. or the texture of an ordinary object.

#### What are 5 things you can see? Look for small details such as a pattern on the ceiling, the way light

.5

.2

candle.

reflects off a surface, or an object you never noticed.



What are 4 things you can feel? Notice the sensation of clothing on your body, the sun on your skin, or the feeling of the chair you are sitting in. Pick up an object and examine its weight, texture, and other physical qualities.

.3

What are 3 thinas you can hear? Pay special attention to the sounds your mind has tuned out, such as a ticking clock, distant traffic, or trees blowing in the wind.



#### .1

4

What are 2 things you can What is 1 thing you can smell? Try to notice smells taste? Carry gum, ćandy, or in the air around you, like an small snacks for this step. air freshener or freshly Pop one in your mouth and mowed grass. You may focus your attention closely also look around for someon the flavors. thing that has a scent, such as a flower or an unlit



to breathe out slowly as you relax each pose, or even to whisper the word "relax"

as you release your muscles.

TIGHTEN YOUR ABS Tighten your abdominal muscles.

Close your eyes as tightly as possible and keep them shut possible, as if you're yawning.





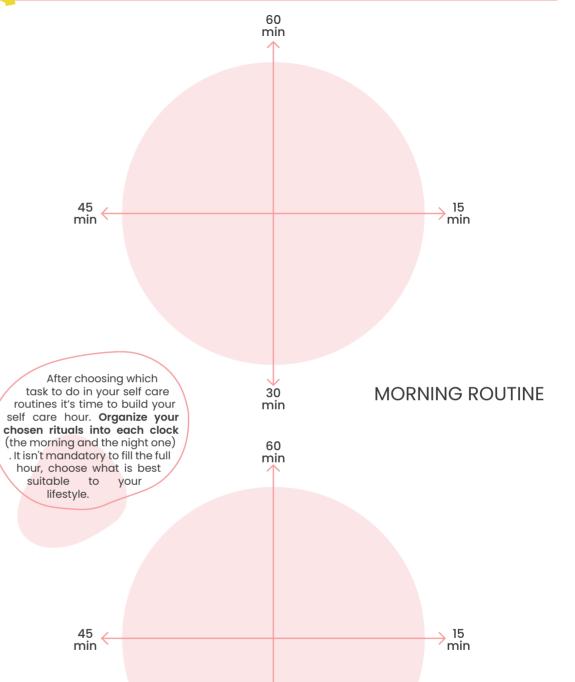
# SELF CARE ROUTINES

Self care routines help you keep your life balanced. This time is supposed to be spent doing something you like, making something that's good for your health, fostering a hobby or even planning the day ahead. It is said that you should do something you like in the morning to get you excited and plan the next day at night so tasks don't get into your sleep. In this sheet you'll create your morning and night routines.

In these squares you'll find some examples of what to do in your routine, there are some free ones where you can write your own rituals. After brainstorming, mark which of them you want to incorporate in the morning and at night.



WELL BEING



30 min **NIGHT ROUTINE** 



~	WELL BEING EMOTIONAL INTELLINGE	NCE	AS	SES	MEI	NT
1 3 5 Tc - ' re ar	indicates that the statement does NOT apply at all indicates that the statement applies about half the time indicates that the statement ALWAYS applies to you	l han tandi icien	dle ei ing ya t can how y	motic our El help you d	ons. you	TO ASSESS IT?
#	How much does each statement apply to you	Mai	'k yo	ur sc	ore	
1	I realize immediately when I lose my temper	1	2	3	4	5
2	I can 'reframe' bad situations quickly	1	2	3	4	5
3	I am able to always motivate myself to do difficult tasks	1	2	3	4	5
4	I am always able to see things from the other person's viewpoint	1	2	3	4	5
5	I am an excellent listener	1	2	3	4	5
6	I know when I am happy	1	2	3	4	5
7	I do not wear my 'heart on my sleeve'	1	2	3	4	5
8	I am usually able to prioritize important activities at work and get on with them	1	2	3	4	5
9	I am excellent at empathizing with someone else's problem	1	2	3	4	5
10	I never interrupt other people's conversations	1	2	3	4	5
11	I usually recognise when I am stressed	1	2	3	4	5
12	Others can rarely tell what kind of mood I am in	1	2	3	4	5
13	I always meet deadlines	1	2	3	4	5
14	I can tell if someone is not happy with me	1	2	3	4	5
15	I am good at adapting and mixing with a variety of people	1	2	3	4	5
16	When I am being 'emotional' I am aware of this	1	2	3	4	5
17	I rarely 'fly off the handle' at other people	1	2	3	4	5
18	I never waste time	1	2	3	4	5
19	I can tell if a team of people are not getting along with each other	1	2	3	4	5
20	People are the most interesting thing in life for me	1	2	3	4	5

WELL E	BEIN	IG	E		NAL	INTELLI	NG	ENCE AS	SSE	SMENT
Scores 15 to 20 - this area is a	SEL AW	F ARENESS		NAGING DTIONS	MO	TIVATION	EMI	PATHY	SOC SKII	
strength for you	1		2		3		4		5	
Scores 9 to 14 - this area <b>needs</b>	6		7		8		9		10	
some attention	11		12		13		14		15	
Scores 4 to 8 - Make this area a	16		17		18		19		20	
development priority	TOTAL		TOTAL		TOTAL		TOTAL		TOTAL	

# SELF AWARENESS

The ability to recognise what you are feeling, to understand your habitual emotional responses to events and to recognise how your emotions affect your behaviour and performance. When you are self-aware, you see yourself as others see you, and have a good sense of your own abilities and current limitations.

# **5 DIMENSIONS OF EMOTIONAL** INTELLIGENCE

The ability to stay focused and think clearly even when experiencing powerful emotions. Being able to manage your own emotional state is essential for taking responsibility for your actions, and can save you from hasty decisions that you later regret.

MANAGING

EMOTIONS

EMPATHL The ability to sense, understand and respond to what other people are feeling. Self-awareness is essential to having empathy with others. If you are not aware of your own emotions, you will not be able to read the emotions of others.

50CIAL SKILLS

The ability to manage,

influence and inspire

emotions in others.

Being able to handle

emotions in relationships

and being able to

influence and inspire others

are essential foundation

skills for successful teamwork

and leadership.

The ability to use your deepest emotions to move and guide you towards your goals.

MONESELF This ability enables you to take the initiative and to persevere in the face of obstacles and setbacks.

Finally, check in each El competency which state you are currently in, then assign a possible action that you could do to improve it. Eq.: I need to work on motivating myself so I'm going to watch a youtube video on how motivation works.

	STRENGTH	NEEDS ATTENTION	DEVELOPING PRIORITY	ACTION
SELF AWARENESS				
MOTIVATION				
MANAGING EMOTIONS				
EMPATHY				
SOCIA SKILLS				

# 😓 WELL BEING

CULTIVATE HEALTHY RELATIONS

family, partners and friends, and, of

course, it's important to make a

living but our loved ones should be a

bia part of our life as well.

Nowadays, a fast paced lifestyle can lead to overlooking relationships as a pillar to our life balance. Many times we put work in front of

#### THE BASICS OF A HEALTHY RELATIONSHIP

The simple key to a good relationship is to **spend time** with our loved ones **have good communication** and **"work" for them** (for example, when you buy something for a friend, plan a big vacation with your partner or when you explain how to use social media to your parents)

#### SO, WHAT CAN YOU DO WHEN YOU SPEND TIME TOGETHER?

# STORYTELLING AND REFLECTION:

Simply invite them to grab a coffee and chit chat about life.

When you ask somebody how their life is going on, don't forget to ask questions so they can reflect on a deeper level on their mundane affairs.

# PLAY:

When we grow up we tend to forget our inner children, we should keep it alive by having some playful moments in our life. Invite your friends for a basketball game, do a puzzle, play online games or even play hide and seek, why not? These types of experiences will build lasting memories.

#### GO OUT:

Pretty self explanatory: take a hike, plan a vacation, go out for drinks, you name it.

There are plenty of scenarios where you can pull your friends, partner and family from their home.

# 💆 WELL BEING

**COOL DOWN BEFORE** 

The conversation will be

more productive if you

have it when your emotions

have cooled off a little, so

you don't say something

you may regret later.

TALKING.

#### **BE AFFIRMING.**

According to relationship researcher John Gottman, happy relations have a ratio of 5 positive interactions or feelings for every 1 negative interaction or feeling. Express warmth and affection!

#### WHAT TO DO WHEN A FIGHT ARISES?

Most relationships have some conflict. It only means you disagree about something; it does not have to mean you don't like each other. Here are some steps for those harder moments.

#### KEEP YOUR LANGUAGE CLEAR AND SPECIFIC.

Try to factually describe behavior that you are upset with, avoiding criticism and judgment. Attack the problem, not the person. The conversation is likely to get bogged down if you pile on everything that bothers you. Avoid using "always" and "never" language and address one issue at a time.

#### WHICH ATTITUDES CONTRIBUTE TO A HEALTHY RELATIONSHIP?

Now that you know the basics let's see how should you behave to keep your relations in check

<b>KEEP EXPECTATIONS</b>	
REALISTIC.	

No one can be everything we might want them to be. Healthy relationships mean accepting people as they are and not trying to change them.

#### BE FLEXIBLE.

It is natural to feel uneasy about changes.

Healthy relationships allow for change and growth.

#### **BE DEPENDABLE.**

If you make plans with someone, follow through. If you take on a responsibility, complete it.

Healthy relationships are trustworthy.

# TAKE RESPONSIBILITY FOR MISTAKES.

Apologize if you have done something wrong; it goes a long way toward setting things right again.

#### RECOGNIZE SOME PROBLEMS ARE NOT EASILY SOLVED.

Not all differences or difficulties can be resolved. You are different people, and your values, beliefs, habits, and personality may not always be in alignment. Communication goes a long way toward helping you understand each other and address concerns. It is important to figure out for yourself what you can accept, or when a relationship is no longer healthy for you.

# FOCUS ON THE CURRENT ISSUE.

CULTIVATE HEALTHY RELATIONS

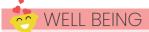
It's much easier and more fun to be

authentic than to pretend to be some-

thing or someone else. Healthy relation-

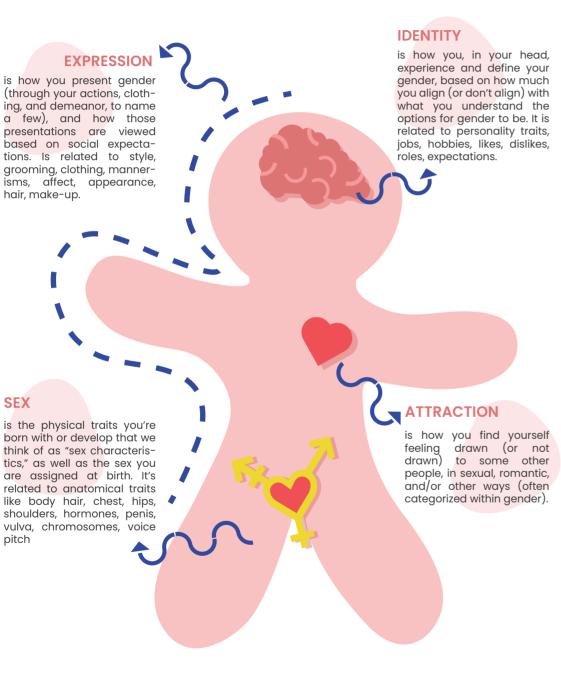
ships are made of real people.

**BE YOURSELF!** 



# GENDER BREAD PERSON

Gender is one of those things everyone thinks they understand, but most people don't. Gender isn't binary. It's not either/or. In many cases it's both/and. A bit of this, a dash of that. This tasty little guide is meant to be an appetizer for gender understanding.



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# CITIZENSHIP & PARTICIPATION

Being an adult means being a citizen, whether you participate actively in society or just go voting when you have to. But did you know that you can cause a positive impact in the world just by involving yourself into a cause that you resonate with. No person is an island and as long as we live, we live in society so better to be part on the creation and decision making processes of it.

#### In this chapter you'll find:

- A civic engagement worksheet were you'll access your impact hs a citizen.
- A list of different contemporary political ideologies.
- A brief explanation about Erasmus+ and European solidarity corps program

The information under this topic is resumed, in our website you'll find much more about being an active citizen and to find ways of getting involved. Scan the QR code to find out more.



# MY CIVIC ENGAGEMENT

MY CIVIC ENGAGEMENT

# WHAT IS CIVIC ENGAGEMENT?

Civic engagement is a process in which people take action to address issues of public concern. It can be done both collectively or individually, the main goal is to make the world a better place for everybody. Nowadays, civic participation is growing with the rise of social and environmental movements, and it's quite possible that you've already engaged in some civic act.



#### WHY IS IT IMPORTANT FOR YOU TO ENGAGE?

There are many benefits and it is in the best interests of the community. Here are some of the reasons why it's worth investing in:

#### Improved relationships

When you engage in a civic colectiv your make stongs bonds with the other people involved.

#### Increased social cohesion

You'll develop a sense of trust, belonging and reciprocity.

#### Improved community

When you work to improve a community you can see directly your impact on the people you're helping.

# Better government Civicengagement is essential for a functioning democratic government.

Now that you know a bit more about the topic, let's put it into practice.

#### WRITE BELOW A CAUSE THAT IT'S DEAR TO YOU.

**TIP** - Be as specific as possible. For example, it is too vague to be interested in saving the environment, and you can end up feeling frustrated not knowing what you can do. Break the cause down to something that resonates with you, like natural conservation, slow fashion, veganism, etc.

#### WHY DO YOU WANT TO CONTRIBUTE TO THIS CAUSE?

**TIP** - Write your core purpose for engaging in this cause. When defending a cause you can have setbacks but if your heart's in it you'll continue to be motivated.

#### • Better education

You are more likely to read and discuss the news and share information with others and develop critical thinking

#### Growth and development

Civic engagement can mean investing in community members with skills, information and motivation to contribute and make a difference

#### Individual responsibility

You'll see yourself as part of a wider community and feel responsible for contributing to and improving that community for the benefit of all

#### LET'S REFLECT ABOUT YOUR CIVIC IMPACT

CITI7FNSHIP & PARTICIPATION

Sometimes, the things you stand for seem so big that it's difficult to see what your real impact is. Impact has many layers and you can have different degrees of influence in each of them. For instance, you have friends, work, family, your local community, and you can cause an effect in each of them. Now that you've found your cause, we invite you to think about what you can do to impact these different realities, it can be as simple as having a conversation about it for example. Afterwards, reflect on how you will communicate your cause. Remember you want these different publics to become aware/engaged, not hostile, it's important to adapt your communication to each of them.

FAMILY	FRIENDS
What can you do to make them aware/engaged?	What can you do to make them aware/engaged?
How will I communicate with them?	How will I communicate with them?
SCHOOL/WORK	LOCAL COMMUNITY
What can you do to make them aware/engaged?	What can you do to make them aware/engaged?
How will I communicate with them?	How will I communicate with them?

#### COUNTRY

What can you do to make them aware/engaged?

How will I communicate with them?

# CITIZENSHIP & PARTICIPATION CONTEMPORARY IDEOLOGIES

# CITIZENSHIP & PARTICIPATION CONTEMPORARY IDEOLOGIES

#### LIBERALISM

It is a political-economic doctrine that arises, in essence, from the will to limit the State for the consequent rise of individual freedom, individual rights, equality before the law, protection of private property and free trade.For liberalism the Minimum State is necessary in order to guarantee the defended guidelines.

The market is considered the great provider and regulator of society in the liberals' perception.





### COMMUNISM

Communism is an economic system where the group owns the factors of production. The factors of production are labor, entrepreneurship, capital goods, and natural resources.

Although the government doesn't legally own the labor force, the central planners tell the people where they should work. German philosopher Karl Marx developed the theory of communism. In his view, capitalistic owners would no longer take all the profits. Instead, the proceeds would go to the workers.



# CONSERVATISM

Conservatism defends the maintenance of traditional social institutions – such as family, local community and religion –, in addition to their morals, traditions and conventions.

Conservatism emphasizes the continuity and stability of institutions, opposing any kind of revolutionary movements and progressive policies.

## CAPITALISM

Capitalism is often thought of as an economic system in which private actors own and control property in accord with their interests, and demand and supply freely set prices in markets in a way that can serve the best interests of society.

The essential feature of capitalism is the motive to make a profit.



# **DEMOCRATIC SOCIALISM**

Democratic socialism is an ideology that recognizes the social inequalities of capitalism and that rejects the totalitarian nature of communism. This ideology is implemented through a political, cultural and economic system where there is free market initiative with regulation.

This regulation is done majourly through taxes, which are redistributed for the good of the population, investing it in education, health and infrastructures.





# ANARCHISM

Anarchism is a process whereby authority and domination is being replaced with non-hierarchical, horizontal structures, with voluntary associations between human beings.

It is a form of social organization with a set of key principles, such as self-organization, voluntary association, freedom, autonomy, solidarity, direct democracy, egalitarianism and mutual aid.

# 👫 CITIZENSHIP & PARTICIPATION

# ERASMUS+ PROGRAMME

Probably you've already heard about Erasmus, the program that offers mobilities to university students so they can spend a semester abroad in another EU country. But did you know that there are other European programs that can offer you other types of opportunities?

# CITIZENSHIP & PARTICIPATION EUROPEAN SOLIDARITY CORPS

The European Solidarity Corps is a European Union initiative which creates opportunities for young people to volunteer or work in projects in their own country or abroad for the benefit of local communities and people around Europe. Young people, aged between 18 and 30, are the main target group of the Corps. You can get involved in a broad range of areas, such as: integration of migrants, environmental challenges, prevention of natural disasters, education and training or health and wellbeing.

#### WHAT IS ERASMUS+?

Erasmus+ is the European Union programme in the fields of education training, youth and sport.

The programme aims to make a positive change in Europe by offering learning and cooperation opportunities. People and organizations from the European Union and other partner countries can take part in a variety of activities funded by Erasmus+. Youth activities under Erasmus+ aims to improve different competences and improve the employability of young people, promote young people's social inclusion and well-being and foster improvements in youth work and youth policy at local, national and international level.



#### **HOW DOES IT WORK?**

The Erasmus+ programme is structured in three key actions:

#### **KEY ACTION 1**

Key action 1 is the learning mobility opportunities for individuals both young people and youth workers. These mobilities can be of different kinds, being youth exchanges one of the most popular ones.

Youth exchanges bring together groups of young people from different countries, providing them with an opportunity to discuss and confront various themes (such as role of young people in society, the environment, racism and xenophobia, art, women in society, local heritage etc...) while learning about each other's countries and cultures. They also help you to acquire new skills!

#### **KEY ACTION 2**

Key action 2 focuses on strategic partnerships aiming at innovation and quality and strengthening cooperation among different sectors and actors.

## **KEY ACTION 3**

Key action 3 offers opportunities for young people to influence policy making and reforms by entering into dialogue with policy makers.

#### HOW CAN YOU START PARTICIPATING IN ERASMUS+ ACTIVITIES?

It's easier to get involved as a participant in a Key action 1 activity. Search for organizations in your country that work with Erasmus+, go to SaltoYouth website, find a Eurodesk informational point or you can download the Erasmus+ App to keep track of the latest activities.



#### HOW CAN YOU GET INVOLVED?

In order to join, you need to register on the European Solidarity Corps Portal. This portal will allow you to access the following actions: volunteering, traineeships and jobs, and solidarity projects.

#### VOLUNTEERING

Volunteering offers the opportunity to carry out full-time voluntary service in-country or abroad.

Volunteering can be done individually or in teams.

Individual volunteering can last from 2 months to 12 months.

Volunteering teams are solidarity activities that allow teams of 10 to 40 participants from at least two different countries to volunteer together for a period between 2 weeks and 2 months.



During your volunteering experience you'll have paid travel, food and accommodation. Also you'll have some pocket money for other expenses that you might need to cover.

#### **TRAINEESHIPS AND JOBS**

Traineeships and jobs provide the opportunity of a job or traineeship in a wide range of sectors which are engaged in solidarity-related activities. They are set up gradually through partnerships with public bodies, NGOs and commercial organizations active in these fields.



#### SOLIDARITY PROJECTS

If you are ready to carry out projects yourself, you can do solidarity Projects.

They are in-country solidarity activities initiated, developed and implemented by young people,

for a period from 2 to 12 months, to make a positive

