

AdultLife is funded and supported by:





The project is implemented by:









An agenda designed by young adults for young adults

If you found this agenda please return it to:

Name _____
Phone ____
Email ____

A brief note before starting this planner:

Hey there dear person who is trying to navigate adulthood,

We hope that this agenda can be a companion, or just a useful tool, to help you stay organized. Apart from being a regular diary, the **Survival Planner** has information and worksheets for you to plan out, and be prepared for the tribulations of Adult Life.

The use of this diary is up to you, don't feel obliged 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. You may just use it as a regular planner, you decide.

The AdultLife: Survival Planner belongs to a larger project called "AdultLife", the aim of which is to help young adults with useful information for this transitioning period. The project had a long research period of information under the following areas: employability, housing, financial literacy, well being and citizenship & participation.

All of the collected information was put to use into several outputs:

- Two websites, one in Slovak/English and another in Portuguese/English that serve as a database with all the researched information. You can access it via the QR codes scattered at the end of this agenda.
- A website in English for youth workers, teachers and youth leaders that might be interested in applying similar projects in different countries and realities.
- A set of podcasts in Slovak, German and Portuguese were each partner interviewed experts and young adults and talked about the hot topics of each area.
- Videos that deliver general knowledge about the topics.
- A toolkit for teachers and youth workers.
- A self-paced online course (MOOC) for anybody who wants to implement these methodologies into their context.

This project came to life by the hand of three NGOs:

the coordinator EduEra from Slovakia, Coobra the partner from Austria and Collippo the partner from Portugal. When we had the idea for this project most of us were, and still are, under this transitioning into Adult Life. Tired of bagging our heads into stressful bureaucracy and not quite knowing how to manage work, life, payments, housing issues, etc.

We figured out that growing up doesn't have to be like this and we wanted to make this process easier for you and for others. This project is our proposal to "solve that problem" and we hope that you can use all outcomes we've produced.

It wouldn't be possible to create AdulLife without the funding of the Erasmus+ programme represented here by Iuventa the Slovak National Agency for ERASMUS+ and the European Solidarity Corps. They trusted our ideas and allowed them to become reality.

YEARLY CHECKLIST

EMPLOYABILITY	WELL-BEING
Update your CV	Schedule dentist appointment
Search for job fairs	Schedule gynecologist
Re-evaluate your job contract	Schedule general practitioner
Make or re-check your career goals	Schedule STD's test
Evaluate your job satisfaction and work-life-balance	Mark on your agenda birthdays of people close to you
HOUSING	Check your vaccination booklet
Re-evaluate contracts (water, electricity, internet,)	Make sure you have a day of self care at least once per month
See if your house insurance needs a	Schedule your vacations
re-evaluation	Mark in your agenda school holidays
Check if the condominium administration is following its budget and execution	Check the expiration dates of your medicine
Mark in the agenda your seasonal cleaning	Schedule your exercise routine
Check your one year heating appliances (e.g.: chimney, air conditioning)	CITIZENSHIP & PARTICIPATION
FINANCIAL LITERACY	Check which youth programs does your municipality offer
Check the expiration date of your	Inquire who are your local decision makers
contracts	Check if there are any elections planned for this year
Check if you can (re-)negotiate any of said contracts	Check volunteering opportunities in your
Check & your calendar deadlines for subsidies and youth programs	area of interest
Mark in your agenda the due date of payment for your insurances and taxes	
Plan your yearly finances	
Check your subscriptions	

	YEARLY CHECKLIST
MAKE YOUR OWN CHECKLIST	
EMPLOYABILITY	WELL-BEING
HOUSING	
	CITIZENSHIP & PARTICIPATION
FINANCIAL LITERACY	CITIZENSHIP & PARTICIPATION
FINANCIAL LITERACY	
FINANCIAL LITERACY	OTHER
FINANCIAL LITERACY	
FINANCIAL LITERACY	OTHER

MONTH				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TO DO LIST	() Ch	ange Bedsheets (an the Bathroom (blean the Kitchen (cacuum the floor (cacuum the flo	2 3 4 5 M	Clean Oven Clean Fridge Wash Rugs Clean Windows Clean Wind

SATURDAY	SUNDAY	MONTHLY FINANCIAL BALANCE
		PREVIOUS MONTHLY BALANCE€
		INCOME €€
		€
		EXPENSES Rent € Taxes € Debts € Savings € Education € Food € House
	 	Bills € Care € & Leisure € € € €
		€€
		(INCOME TOTAL€ — EXPENSES TOTAL€) = END OF THE MONTH BALANCE€
		MONTHLY EVENTS
		Ex: This month I'll do something for my self care; I'll do something I miss doing; I'll call a friend or family member
		MONTHLY REFLECTION
CAREER	& FAMILY & FRIENDS	What was a lesson you learned this month?
5 4 3 2 1 CONVENIENCE OF SELFCARE	TANOS ON THE PROPERTY OF THE P	Are you satisfied with this month overall? Why? Why not?
SELF CARE	FINA.	

MONTH				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TO DO LIST	() Ch	ange Bedsheets (an the Bathroom (blean the Kitchen (cacuum the floor (cacuum the flo	2 3 4 5 M	Clean Oven Clean Fridge Wash Rugs Clean Windows Clean Wind

SATURDAY	SUNDAY	MONTHLY FINANCIAL BALANCE
		PREVIOUS MONTHLY BALANCE€
		INCOME €€
		€
		EXPENSES Rent € Taxes € Debts € Savings € Education € Food € House
	 	Bills € Care € & Leisure € € € €
		€€
		(INCOME TOTAL€ — EXPENSES TOTAL€) = END OF THE MONTH BALANCE€
		MONTHLY EVENTS
		Ex: This month I'll do something for my self care; I'll do something I miss doing; I'll call a friend or family member
		MONTHLY REFLECTION
CAREER	& FAMILY & FRIENDS	What was a lesson you learned this month?
5 4 3 2 1 CONVENIENCE OF SELFCARE	TANOS ON THE PROPERTY OF THE P	Are you satisfied with this month overall? Why? Why not?
SELF CARE	FINA.	

MONTH				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TO DO LIST	() Ch	ange Bedsheets (an the Bathroom (blean the Kitchen (cacuum the floor (cacuum the flo	2 3 4 5 M	Clean Oven Clean Fridge Wash Rugs Clean Windows Clean Wind

SATURDAY	SUNDAY	MONTHLY FINANCIAL BALANCE
		PREVIOUS MONTHLY BALANCE€
		INCOME €€
		€
		EXPENSES Rent € Taxes € Debts € Savings € Education € Food € House
	 	Bills € Care € & Leisure € € € €
		€€
		(INCOME TOTAL€ — EXPENSES TOTAL€) = END OF THE MONTH BALANCE€
		MONTHLY EVENTS
		Ex: This month I'll do something for my self care; I'll do something I miss doing; I'll call a friend or family member
		MONTHLY REFLECTION
CAREER	& FAMILY & FRIENDS	What was a lesson you learned this month?
5 4 3 2 1 CONVENIENCE OF SELFCARE	TANOS ON THE PROPERTY OF THE P	Are you satisfied with this month overall? Why? Why not?
SELF CARE	FINA.	

MONTH				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TO DO LIST	() Ch	ange Bedsheets (an the Bathroom (blean the Kitchen (cacuum the floor (cacuum the flo	2 3 4 5 M	Clean Oven Clean Fridge Wash Rugs Clean Windows Clean Wind

SATURDAY	SUNDAY	MONTHLY FINANCIAL BALANCE
		PREVIOUS MONTHLY BALANCE€
		INCOME €€
		€
		EXPENSES Rent € Taxes € Debts € Savings € Education € Food € House
	 	Bills € Care € & Leisure € € € €
		€€
		(INCOME TOTAL€ — EXPENSES TOTAL€) = END OF THE MONTH BALANCE€
		MONTHLY EVENTS
		Ex: This month I'll do something for my self care; I'll do something I miss doing; I'll call a friend or family member
		MONTHLY REFLECTION
CAREER	& FAMILY & FRIENDS	What was a lesson you learned this month?
5 4 3 2 1 CONVENIENCE OF SELFCARE	TANOS ON THE PROPERTY OF THE P	Are you satisfied with this month overall? Why? Why not?
SELF CARE	FINA.	

MONTH				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TO DO LIST	() Ch	ange Bedsheets (an the Bathroom (blean the Kitchen (cacuum the floor (cacuum the flo	2 3 4 5 M	Clean Oven Clean Fridge Wash Rugs Clean Windows Clean Wind

SATURDAY	SUNDAY	MONTHLY FINANCIAL BALANCE
		PREVIOUS MONTHLY BALANCE€
		INCOME €€
		€
		EXPENSES Rent € Taxes € Debts € Savings € Education € Food € House
	 	Bills € Care € & Leisure € € € €
		€€
		(INCOME TOTAL€ — EXPENSES TOTAL€) = END OF THE MONTH BALANCE€
		MONTHLY EVENTS
		Ex: This month I'll do something for my self care; I'll do something I miss doing; I'll call a friend or family member
		MONTHLY REFLECTION
CAREER	& FAMILY & FRIENDS	What was a lesson you learned this month?
5 4 3 2 1 CONVENIENCE OF SELFCARE	TANOS ON THE PROPERTY OF THE P	Are you satisfied with this month overall? Why? Why not?
SELF CARE	FINA.	

MONTH				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TO DO LIST	() Ch	ange Bedsheets (an the Bathroom (blean the Kitchen (cacuum the floor (cacuum the flo	2 3 4 5 M	Clean Oven Clean Fridge Wash Rugs Clean Windows Clean Wind

SATURDAY	SUNDAY	MONTHLY FINANCIAL BALANCE
		PREVIOUS MONTHLY BALANCE€
		INCOME €€
		€
		EXPENSES Rent € Taxes € Debts € Savings € Education € Food € House
	 	Bills € Care € & Leisure € € € €
		€€
		(INCOME TOTAL€ — EXPENSES TOTAL€) = END OF THE MONTH BALANCE€
		MONTHLY EVENTS
		Ex: This month I'll do something for my self care; I'll do something I miss doing; I'll call a friend or family member
		MONTHLY REFLECTION
CAREER	& FAMILY & FRIENDS	What was a lesson you learned this month?
5 4 3 2 1 CONVENIENCE OF SELFCARE	TANOS ON THE PROPERTY OF THE P	Are you satisfied with this month overall? Why? Why not?
SELF CARE	FINA.	

MONTH				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TO DO LIST	() Ch	ange Bedsheets (an the Bathroom (blean the Kitchen (cacuum the floor (cacuum the flo	2 3 4 5 M	Clean Oven Clean Fridge Wash Rugs Clean Windows Clean Wind

SATURDAY	SUNDAY	MONTHLY FINANCIAL BALANCE
		PREVIOUS MONTHLY BALANCE€
		INCOME €€
		€
		EXPENSES Rent € Taxes € Debts € Savings € Education € Food € House
	 	Bills € Care € & Leisure € € € €
		€€
		(INCOME TOTAL€ — EXPENSES TOTAL€) = END OF THE MONTH BALANCE€
		MONTHLY EVENTS
		Ex: This month I'll do something for my self care; I'll do something I miss doing; I'll call a friend or family member
		MONTHLY REFLECTION
CAREER	& FAMILY & FRIENDS	What was a lesson you learned this month?
5 4 3 2 1 CONVENIENCE OF SELFCARE	TANOS ON THE PROPERTY OF THE P	Are you satisfied with this month overall? Why? Why not?
SELF CARE	FINA.	

MONTH				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TO DO LIST	() Ch	ange Bedsheets (an the Bathroom (blean the Kitchen (cacuum the floor (cacuum the flo	2 3 4 5 M	Clean Oven Clean Fridge Wash Rugs Clean Windows Clean Wind

SATURDAY	SUNDAY	MONTHLY FINANCIAL BALANCE
		PREVIOUS MONTHLY BALANCE€
		INCOME €€
		€
		EXPENSES Rent € Taxes € Debts € Savings € Education € Food € House
	 	Bills € Care € & Leisure € € € €
		€€
		(INCOME TOTAL€ — EXPENSES TOTAL€) = END OF THE MONTH BALANCE€
		MONTHLY EVENTS
		Ex: This month I'll do something for my self care; I'll do something I miss doing; I'll call a friend or family member
		MONTHLY REFLECTION
CAREER	& FAMILY & FRIENDS	What was a lesson you learned this month?
5 4 3 2 1 CONVENIENCE OF SELFCARE	TANOS ON THE PROPERTY OF THE P	Are you satisfied with this month overall? Why? Why not?
SELF CARE	FINA.	

MONTH				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TO DO LIST	() Ch	ange Bedsheets (an the Bathroom (blean the Kitchen (cacuum the floor (cacuum the flo	2 3 4 5 M	Clean Oven Clean Fridge Wash Rugs Clean Windows Clean Wind

SATURDAY	SUNDAY	MONTHLY FINANCIAL BALANCE
		PREVIOUS MONTHLY BALANCE€
		INCOME €€
		€
		EXPENSES Rent € Taxes € Debts € Savings € Education € Food € House
	 	Bills € Care € & Leisure € € € €
		€€
		(INCOME TOTAL€ — EXPENSES TOTAL€) = END OF THE MONTH BALANCE€
		MONTHLY EVENTS
		Ex: This month I'll do something for my self care; I'll do something I miss doing; I'll call a friend or family member
		MONTHLY REFLECTION
CAREER	& FAMILY & FRIENDS	What was a lesson you learned this month?
5 4 3 2 1 CONVENIENCE OF SELFCARE	TANOS ON THE PROPERTY OF THE P	Are you satisfied with this month overall? Why? Why not?
SELF CARE	FINA.	

MONTH				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TO DO LIST	() Ch	ange Bedsheets (an the Bathroom (blean the Kitchen (cacuum the floor (cacuum the flo	2 3 4 5 M	Clean Oven Clean Fridge Wash Rugs Clean Windows Clean Wind

SATURDAY	SUNDAY	MONTHLY FINANCIAL BALANCE
		PREVIOUS MONTHLY BALANCE€
		INCOME €€
		€
		EXPENSES Rent € Taxes € Debts € Savings € Education € Food € House
	 	Bills € Care € & Leisure € € € €
		€€
		(INCOME TOTAL€ — EXPENSES TOTAL€) = END OF THE MONTH BALANCE€
		MONTHLY EVENTS
		Ex: This month I'll do something for my self care; I'll do something I miss doing; I'll call a friend or family member
		MONTHLY REFLECTION
CAREER	& FAMILY & FRIENDS	What was a lesson you learned this month?
5 4 3 2 1 CONVENIENCE OF SELFCARE	TANOS ON THE PROPERTY OF THE P	Are you satisfied with this month overall? Why? Why not?
SELF CARE	FINA.	

MONTH				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TO DO LIST	() Ch	ange Bedsheets (an the Bathroom (blean the Kitchen (cacuum the floor (cacuum the flo	2 3 4 5 M	Clean Oven Clean Fridge Wash Rugs Clean Windows Clean Wind

SATURDAY	SUNDAY	MONTHLY FINANCIAL BALANCE
		PREVIOUS MONTHLY BALANCE€
		INCOME €€
		€
		EXPENSES Rent € Taxes € Debts € Savings € Education € Food € House
	 	Bills € Care € & Leisure € € € €
		€€
		(INCOME TOTAL€ — EXPENSES TOTAL€) = END OF THE MONTH BALANCE€
		MONTHLY EVENTS
		Ex: This month I'll do something for my self care; I'll do something I miss doing; I'll call a friend or family member
		MONTHLY REFLECTION
CAREER	& FAMILY & FRIENDS	What was a lesson you learned this month?
5 4 3 2 1 CONVENIENCE OF SELFCARE	TANOS ON THE PROPERTY OF THE P	Are you satisfied with this month overall? Why? Why not?
SELF CARE	FINA.	

MONTH				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TO DO LIST	Chec	ange Bedsheets () In the Bathroom () Iean the Kitchen () Dusting () acuum the floor () Mop the floor () Laundry () Take out trash ()	2 3 4 5 M	Clean Oven Clean Fridge Wash Rugs Clean Windows Clean Wind

SATURDAY	SUNDAY	MONTHLY FINANCIAL BALANCE
		PREVIOUS MONTHLY BALANCE€
		INCOME €€
		€
		EXPENSES Rent€ Taxes€ Debts€ Savings€ Education€ Food€ House Self Good Hobbies
	 	Bills € Care € & Leisure € € € €
		€€
		(INCOME TOTAL€ — EXPENSES TOTAL€) = END OF THE MONTH BALANCE€
		MONTHLY EVENTS
		Ex: This month I'll do something for my self care; I'll do something I miss doing; I'll call a friend or family member
		MONTHLY REFLECTION
CAREER	& FAMILY & FRIENDS	What was a lesson you learned this month?
SELF CARE	TENNANCE FINANCE	Are you satisfied with this month overall? Why? Why not?
SELF CARE	FINA.	

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		U
		=
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>=</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S S	WEEKLY REVIEW
	000000	Grade & take notes 1 = Bad, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
	<u> </u>	1 2 3 4 5
	Ä	
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
	U	
	=	Did you take care of yourself and your peers?
SUN	×	1 2 3 4 5
SUN		
		How environmentally active and conscious were you?
	<u> </u>	1 2 3 4 5
	Ä	
		NOTES

.

.

. .

. . .

.

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		U
		=
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>=</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S S	WEEKLY REVIEW
	000000	Grade & take notes 1 = Bad, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
	<u> </u>	1 2 3 4 5
	Ä	
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
	U	
	=	Did you take care of yourself and your peers?
SUN	×	1 2 3 4 5
SUN		
		How environmentally active and conscious were you?
	<u> </u>	1 2 3 4 5
	Ä	
		NOTES

.

.

. .

. . .

.

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		U
		=
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>=</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO BO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO BO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO BO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO BO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO BO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO BO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO BO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO BO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO BO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO BO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO BO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO BO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO BO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO BO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO BO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO BO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO BO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO BO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO BO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO BO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO BO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S	s WEEKLY REVIEW
	000000	\circ I = Bdd, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
		1 2 3 4 5
		~
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
		U
		Did you take care of yourself and your peers?
SUN		1 2 3 4 5
3011		
		How environmentally active and conscious were you?
		1 2 3 4 5
		×
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S S	WEEKLY REVIEW
	000000	Grade & take notes 1 = Bad, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
	<u> </u>	1 2 3 4 5
	Ä	
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
	U	
	=	Did you take care of yourself and your peers?
SUN	×	1 2 3 4 5
SUN		
		How environmentally active and conscious were you?
	· · · · · · · · · · · · · · · · · · ·	1 2 3 4 5
	*	
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO BO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S S	WEEKLY REVIEW
	000000	Grade & take notes 1 = Bad, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
	<u> </u>	1 2 3 4 5
	Ä	
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
	U	
	=	Did you take care of yourself and your peers?
SUN	×	1 2 3 4 5
SUN		
		How environmentally active and conscious were you?
	· · · · · · · · · · · · · · · · · · ·	1 2 3 4 5
	*	
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO DO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S S	WEEKLY REVIEW
	000000	Grade & take notes 1 = Bad, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
	<u> </u>	1 2 3 4 5
	Ä	
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
	U	
	=	Did you take care of yourself and your peers?
SUN	×	1 2 3 4 5
SUN		
		How environmentally active and conscious were you?
	· · · · · · · · · · · · · · · · · · ·	1 2 3 4 5
	*	
		NOTES

.

. .

. . .

WEEK & MONTH_		
PERSONAL TO DO LIST	THIS WEEK'S PRIORITIES	
	MON	
		Ü
		<u>:</u>
		ä
	O 7115	
	TUE	
		U
WORK TO DO LIST		<u>:</u>
WORK TO BO LIGT		×
	WED	
		Ü
		<u></u>
		×
	THU	
		Ü
		<u>:</u>
		×

HABIT TRACKER	M T W T F S S	WEEKLY REVIEW
	000000	Grade & take notes 1 = Bad, 5 = Good
		Did you manage to keep a healthy work-life balance?
FRI		1 2 3 4 5
		How satisfied were you with your house management?
	<u> </u>	1 2 3 4 5
	Ä	
SAT		Did you manage to save & invest towards your goals?
		1 2 3 4 5
	U	
	=	Did you take care of yourself and your peers?
SUN	×	1 2 3 4 5
SUN		
		How environmentally active and conscious were you?
	· · · · · · · · · · · · · · · · · · ·	1 2 3 4 5
	*	
		NOTES

.

. .

. . .



SURVIVAL MANUAL

SURVIVAL MANUAL INTRODUCTION	3
EMPLOYABILITY INTRODUCTION	4
FINDING CAREER PURPOSE	5
CAREER ANCHORS	6
PERSONAL SWOT ANALYSIS	7
ACTION PLAN	9
WORK LIFE BALANCE	11
NOTES	13
HOUSING INTRODUCTION	14
TYPES OF HOUSING: PROS AND CONS	15
HOUSING ASSESSMENT	17
ECO FRIENDLY HOUSE	19
NOTES	21
FINANCIAL LITERACY INTRODUCTION	22
MANAGING YOUR FINANCES	23
CREATE YOUR FINANCIAL GOALS	25
INVESTING 101	27
52-WEEK-SAVING-CHALLENGE	29
NOTES	30
WELL-BEING INTRODUCTION	32
RELAXATION TECHNIQUES	33
SELF-CARE ROUTINES	35
EMOTIONAL INTELLIGENCE ASSESSMENT	37
CULTIVATING HEALTHY RELATIONS	39
GENDERBREAD PERSON	41
NOTES	42
PARTICIPATION INTRODUCTION	44
MY CIVIC ENGAGEMENT	45
COMTEMPORARY IDEOLOGIES	47
ERASMUS+ PROGRAMME	49
EUROPEAN SOLIDARITY CORPS	50
NOTES	51

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 compiled content about the following areas:

- Employability
- Financial Literacy
- Housing
- Well-Being
- 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.



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
- An 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.

FINDING YOUR CAREER PURPOSE

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. To find your Ikigai, you must answer the next 4 questions and come up with a plan to combine all of the answers, that combination will be your purpose. Write your answers inside the circles.

STEP 2 STEP 1 these activities. $\bigcap f$ Write in here everything which ones do you do very ST WHAT I LOVE TO DO you love to do, whether it is a well? We may not be the best hobby, a job, whatever. In fact, at doing something, however it's even worth writing "play much we love doing it. Here's video games". Don't underwhere honesty comes to estimate anything when use for you to underlisting what you what's really stand love. good for you. And no modesty, okay? A WHAT THE WORLD WEEDS **PURPOSE** STEP 3 It's time to under-STEP 4 stand which of these Finally, choose the activities you could get one(s) the world needs paid for. This is the trickimost. est step, because you may find out that you can get WHAT CAN I GET PAID FOR How can you contribute to the paid for a lot of things you world's needs by doing the had no idea you could. Dance? things you love, do well and It's possible. Playing video can get paid for? games? Also 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.

CAREER ANCHORS

UNDERSTANDING WHAT INSPIRES YOU IN YOUR CAREER

Choosing what is 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.

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.





Lifestyle 8

Technical & Functional Competence

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 foster your personal life goals.

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.

Pure Challenge

5

3

You don't care much about your job position, as long as there are big problems to solve and challenges to overcome. You get bored easily and dream of juggling between varied careers looking for new problems and challenges.

2 General Manage<mark>rial Competence</mark>

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.



You get fulfilled from your job roles through helping others, rather than through your core skills, leading or being autonomous. You might want to work in an NGO or public sector organizations.

3 Autonomy & Independence

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

Entrepreneurial Creativity 5

You seek creativity and think about owning your own business. You value pace, variety, and challenge. You value working in teams a sharing workloads.

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, like hours and/or broader team structures.

YOUR 3 PRIORITY ANCHORS	WHY?



PERSONAL SWOT ANALYSIS



WHAT IS IT? WHY IS IT USEFUL?

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 to advance your career.

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

- I. 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.

EMPLOYAE	BILIT'	ACTION PLAN									
2.7712	, , , , ,	KEY LEARNINGS	POSSIBLE ACTION								
HOW TO FILL OUT											
1. Look back at your SWOT answers. In	S										
each category what have you learnt about	T R										
yourself? What possi- ble actions can be made from those	E N										
learnings? Try to find 4 learnings and associ-	G T										
ate them to an action.	H S										
Categorize each action by whether it is a Quick Win (some-	_										
thing you can do right away), a Habit to											
Change (a behavior you need to start or stop), something to	W E										
Learn (longer-term research, study or	A K										
reflection), or involves People (individuals or groups you could	N E										
build – or break – connections with).	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 O										
	R T U										
	N										
	Ť										
	Ë S										
TIDO											
TIPS Ex: Key Learning - I've	Т										
learned that I need to work on my social and networking skills	H R										
Possible action - I'm going to engage in a public speaking course.	E A T S										
	-										
		- 9 -									

EMPLOY	ABILITY		Д	CTION PLAN
QUICK WIN	HABITS	LEARN	PEOPLE	DATE TIME
	l .	_ 10 _	I	<u> </u>



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?



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!

notifications and Mute respond at a time that suits vou.

Use email filters and rules to streamline incoming emails.



3RD LIMIT ACTIVITIES THAT WASTE TIME AT WORK

MEETINGS

Only attend meetings that are important.

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

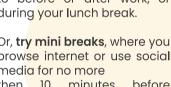
Use clear agendas and stick to them.



SOCIAL MEDIA AND THE INTERNET

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

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



4[™] GET A GRIP ON YOUR EMAIL

The average employee <mark>spend</mark>s 36 days per yea<mark>r</mark> answering emails.

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

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



5[™] 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.





6[™] 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?"



7[™] INTEGRATE WORK AND HOME LIFE

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.

be some discrepancies in your 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

8TH HEALTHY BALANCE OF REST, RACE, RELATIONSHIPS AND REC-REATION

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!



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.





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.**



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.





BUYING A HOUSE

PROS

- 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

- 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

- You have less privacy.
- You may have a hard time adapting to vour 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 ASSESMENT

might pay the price later, that is, not liking the house finding a house that fits your context and needs.

Moving out can be a tedious and confusing process, you're living in. In these pages you'll find reflections, many questions arise and if you don't keep track you checklists and tips that will help you in the process of

YOUR CONTEXT, YOUR WANTS AND NEEDS

Time to reflect, please answer the following questions.

WHY ARE YOU SEARCHING FOR A HOUSE?

WHAT IS YOUR CURRENT FINANCIAL SITUATION?

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)

WHAT DO

sheet you'll be able to fill up what you'd like to have important components of a house for you. in a house

After this brief reality check, in the following work- In each category you can build a road map of the

HOUSE COMPOSITION

(think about quantity, dimensions and combinations of bedrooms, living room, bathroom & kitchen)

ENERGETIC EFFICIENCY

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

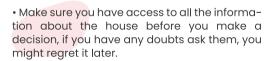
ENVIRONMENT

(sun exposure, heating, humidity)



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)

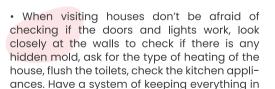
Your house assessment might be complete, but there are many things you should consider when searching for a house:



- 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?



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?



ECO-FRIENDLY HOUSE TIPS

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.



REPAIR 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.



5

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!



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.

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.



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.





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!





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.



1ST STEP

OVERVIEW YOUR CURRENT FINANCIAL SITUATION

If you don't know where you are, you don't know where to start. Let's take care of that!



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



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

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 categories.

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



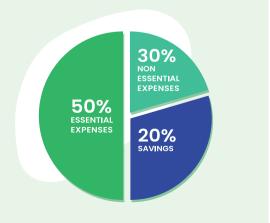
3RD STEP

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.





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



DO THEY FOLLOW THE 50-30-20 RULE?



YFS? 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€ on essential expenses, you should aim to keep in your emergency fund 3600€.

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)

CREATE YOUR FINANCIAL GOALS

Each jar represents one area of possible financial write "I want to travel to Oaxaca in Mexico by 2023". investment.

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 and write goals that depend on money to be let's get creative using the jar method realized. For example, in the free time jar you may

FINANCIAL FREEDOM

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.

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

EDUCATION

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

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 tangible. We'll use a method based on long, your financial goals let's learn how to make them medium and short term goals.

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.

Common examples of long-term financial goals:

- Debt freedom
- · Buving a house
- Financial independence

CREATE YOUR FINANCIAL GOALS

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 goals 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.

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 Reflect and plan on it by filling the following work-choose one, or two, that you see as a long term goal. sheet.

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

something exclusive for wealthy people or be sure that before investing your money everybody can invest, and, even if you and debt taken care of. don't have much money, you can already

Before the age of internet investing was start doing some small investments. Just stock market correctors. Nowadays, you should have your emergency fund

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 reselling it later at a higher price.

THE 4 PRINCIPLES OF INVESTING

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.

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.

4

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.

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 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.

INVESTOR PROFILE TYPES

CONSERVATIVE

The conservative investor prefers to have a lower return for the sake of the security of their investments. Here there is more dedication to the preservation of assets and liquidity.

MODERATE

The moderate profile risks a little more in the search for profitability and therefore sometimes bets a fixed amount on products with variable returns.

BOLD

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

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.

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 are investment funds that follow a benchmark index, such as the S&P 500 or the Nasdaq 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.

52-WEEK-SAVING-CHALLENGE

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 a year! You can do it in full (week 1 = 1€ saved) or by half (week 1 = 0,50€ saved).







HOW TO DO IT

two you save crossing the re how much you that amount. F	gradually: on we 2€ and so on u espective jar. Or u have for that For example if c oss the 25th jar.	ntil week fifty to you can save week and cros on the first week	wo, each time depending on as the jar with	1	11	48
36	21	9	29	15	43	22
8	50	37	4	7	27	35
51	44	13	23	38	45	10
28	34	2	49	12	24	42
5	20	47	39	30	3	14

TOTAL SAVED

																										N		ΤE	ς
•	•	•	•	٠		•	•		٠		•		•	٠		•		•	•	•	•	•		•	•	•			•
•	٠	٠	٠	٠	٠	٠	٠	٠	٠	•	٠	•	٠	٠	٠	٠	•	•	٠	•	•	•	•	٠	٠	•	٠	٠	•
•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	٠	•	•	•	•	•	•	•	•	•	•	•	•	•
•	٠	٠	٠	٠	٠	٠	٠	•	٠	٠	٠	•	٠	•	•	٠	•	•	•	•	•	•	•	•	٠	٠	٠	•	•
•	٠	٠	•	٠	•	٠	•	•	٠	٠	٠	٠	٠	٠	٠	٠	•	•	٠	•	•	•	•	٠	٠	٠	•	٠	•
•	•	•	٠	•	٠	٠	•	٠	٠	•	•	•	•	•	•	٠	•	•	•	•	•	•	•	•	•	•	•	•	•
•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
•	•	•	•	•	٠	•	•	•	•	•	٠	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
				•	•					•						•	•	•					•				•		
				٠					٠		•																		
•	٠	٠	٠	٠	٠	٠	•	٠	٠	•	٠	•	٠	٠	٠	٠	•	•	•	•	•	•	•	•	٠	•	٠	•	•
•	٠	٠	•	٠	•	٠	•	٠	٠	٠	٠	•	٠	٠	٠	٠	•	•	٠	•	•	•	•	٠	٠	٠	•	•	٠
•	٠	٠	٠	٠	٠	•	٠	٠	٠	•	٠	•	٠	٠	•	٠	•	•	•	•	•	•	•	•	٠	•	٠	•	٠
•	٠	٠	٠	٠	٠	٠	٠	٠	٠	•	•	•	٠	٠	•	٠	•	•	•	•	•	•	•	•	•	•	٠	•	٠
•	٠	٠	•	٠	٠	•	•	٠	٠	•	٠	٠	•	٠	٠	•	•	•	•	•	•	•	•	•	•	•	•	•	•
•	٠	٠	•	٠	•	•	•	•	٠	•	•	•	•	٠	•	٠	•	•	•	•	•	•	•	•	•	•	•	•	•
																												•	
	•		•	•	•	•		•	•		•		•	•		•			•	•				•					





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
- An 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.





Everyone of us has had a stressful day, sometimes you end up being a grumpy and they can appear for many reasons. cat for the rest of the day. When stress is triggered it can be hard to Here you can find some quick relaxation relax and just go back to normal, and

exercises that you can use in those days.

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.

This process of moving from intense tension to deep muscular relaxation helps interrupt your body's fight-or-flight response when you're experiencing fear or stress. Here are a few examples of waysto engage in progressive muscular relaxation.



RAISE EYEBROWS

Raise your eyebrows as high as you can.



CLOSE YOUR EYES

Close your eyes as tightly as possible and keep them shut for five seconds.



OPEN YOUR MOUTH

Open your mouth as wide as possible, as if you're yawning.



PULL UP SHOULDERS

Pull your shoulder muscles up toward your ears.



BEND YOUR ARMS

Bend your arms and tense your biceps as tightly as possible.



TIGHTEN YOUR ABS

Tighten your abdominal muscles.

Hold each position for five seconds, and then relax. You might also find it helpful to breathe out slowly as you relax each pose, or even to whisper the word "relax" as you release your muscles.



DEEP BREATHING

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

As you breathe, you gently disengage your 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.

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.

5-4-3-2-1 TECHNIQUE

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. .5

What are 5 things you can see? Look for small details such as a pattern on the ceiling, the way light reflects off a surface, or an object you never noticed.





.4

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 things 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...



.2

What are 2 things you can smell? Try to notice smells in the air around you, like an air freshener or freshly mowed grass. You may also look around for something that has a scent, such as a flower or an unlit candle.

.1

What is 1 thing you can taste? Carry gum, candy, or small snacks for this step. Pop one in your mouth and focus your attention closely on the flavors.

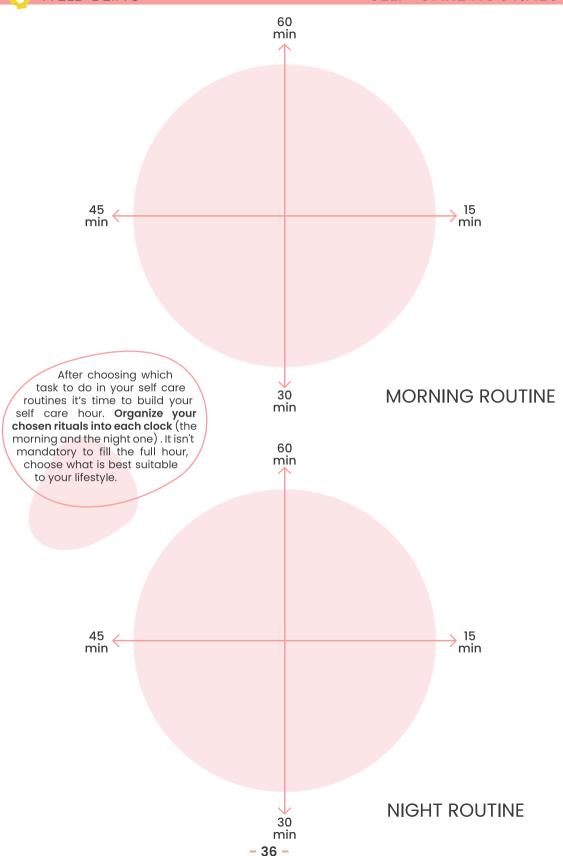


Self care routines help you keep your life balanced. In these squares you'll find some examples of what This time is supposed to be spent doing something you like, making something that 's good for your health, fostering a hobby or even planning the day ahead. It is said that you should do something 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.

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.

STRETCH		WRITE TO DO LIST	
	CLEAN YOUR BEDROOM		READ
TURN OFF ELECTRONICS		PERSONAL HYGIENE	
	MEDITATE		EXERCISE INSIDE THE HOUSE
GO FOR A WALK/RUN		PACK YOUR BAG	





EMOTIONAL INTELLINGENCE ASSESSMENT

Assess & Assess & Assess Annual Assess & Assess statements:

Emotional Intelligence (EI) is the ability to perceive, use, underand, manage and handle emotions.

Understanding your EI

Thefficient can help you

The how you deal

"" and

1 indicates that the statement does NOT apply at all 3 indicates that the statement applies about half the time 5 indicates that the statement ALWAYS applies to you

Total and interpret your results

- Transfer your scores to the calculation table and total your results.
- Remember, this tool is not a validated psychometric test the answers you give are likely to vary depending on your mood when you take it.

#	How much does each statement apply to you	Mai	rk 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-	BEII	NG	EMOTIONAL INTELLINGENCE ASSESSMENT										
Scores 15 to 20 - this area is a SELF AWARENESS				NAGING OTIONS	MO [°]	TIVATION	EMI	PATHY	SO(CIAL			
strength for you	1		2		3		4		5				
Scores 9 to 14 - this area needs	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

SOCIAL 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 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.



MANAGING EMOTIONS

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.

EMPATA,

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.

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

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. Eg.: 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				

CULTIVATE HEALTHY RELATIONS

our life balance.

Nowadays, a fast paced lifestyle can lead Many times we put work in front of family, to overlooking relationships as a pillar to partners and friends, and, of course, it's important to make a living but our loved ones should be a big part of our life as well.

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 some

thing 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.

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



KEEP REALISTIC EXPECTATIONS

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.

CULTIVATE HEALTHY RELATIONS

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!

BE YOURSELF

It's much easier and more fun to be authentic than to pretend to be something or someone else. Healthy relationships are made of real people.

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.



COOL DOWN BEFORE YOU TALK

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.

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.

FOCUS ON THE CURRENT ISSUE

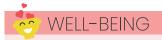
The conversation is likely to get bogged down if you pile on everything that bothers you. Avoid using "always" and "never" language and address one issue at a time.

TAKE RESPONSIBILITY FOR YOUR MISTAKES

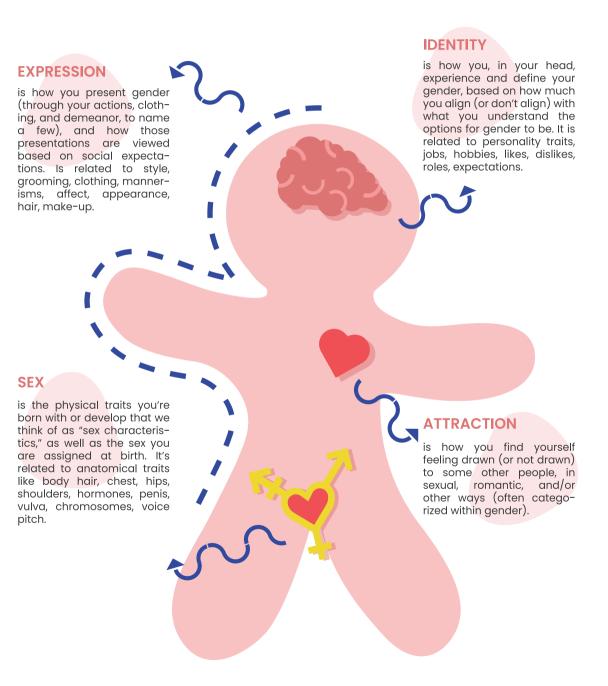
Apologize if you have done something wrong; it goes a long way towards setting things right again.

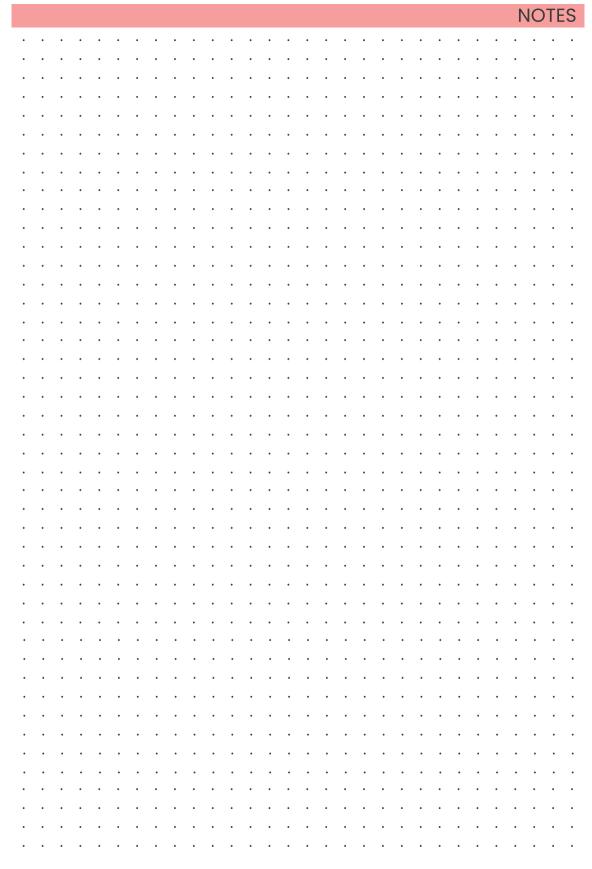
RECOGNIZE SOME PROBLEMS ARE NOT EASILY SOLVED

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.



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.





																										Ν	O ⁻	ΓΕ	S
•	•			•	•	•	•	•	•	•	•	•	•	•		•	•	•		•	•	•	•	•	•	•	•	•	•
•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	٠	•	•	•	•	•
•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
•			•	•	•	•		•	•	•	•	•		•		•			•	•	•				•	•	•		•
•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	٠	•	•	•	•	•	•	•	•	•	•	•	•	•	•
•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
																													•
			•	•	•	•	•	•	•	•	•	•	•	•		•			•	•				•	•	•			•
•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
		•		•	•				•	•	•		•	•	•		•		•		•	•							•
				•																									
•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
							•																						•
		•	•		•	•	•	•				•	•		•							•					•	•	•
•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
							•																						•
																							•						



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.**



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

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.

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.

MY CIVIC ENGAGEMENT

LET'S REFLECT ABOUT YOUR CIVIC IMPACT

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?

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 quarantee the defended quidelines.

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





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.

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 requlation.

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







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.

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.





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. Probably you've already heard about Eras- But did you know that there are other Europeuniversity students so they can spend a opportunities? semester abroad in another EU country.

mus, the program that offers mobilities to an programs that can offer you other types of

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 different competences improve 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.



CITIZENSHIP & PARTICIPATION EUROPEAN SOLIDARITY CORPS

Union initiative which creates opportunities for the main target group of the Corps. Europe.

The European Solidarity Corps is a European Young people, aged between 18 and 30, are

young people to volunteer or work in projects. You can get involved in a broad range of in their own country or abroad for the benefit areas, such as: integration of migrants, enviof local communities and people around ronmental challenges, prevention of natural disasters, education and training or health and wellbeing.

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.

ERASMUS FOR YOUNG ENTREPRENEURS

It helps aspiring European entrepreneurs with the necessary skills to start and/or run a small business in Europe. New entrepreneurs gather knowledge and business ideas with an experienced entrepreneur, with whom they stay for a period of 1 to 6 months. The stay is partly financed by the European

Commission, if you wish to learn more just scan the QR code.

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 change in their local community.



N	O	TE	S
-		-	