My SKILL TREE™ Action Journal

Name: | Grade:

CAREER TREE®

AUTHORED BY markcperna

GRADES 7–12

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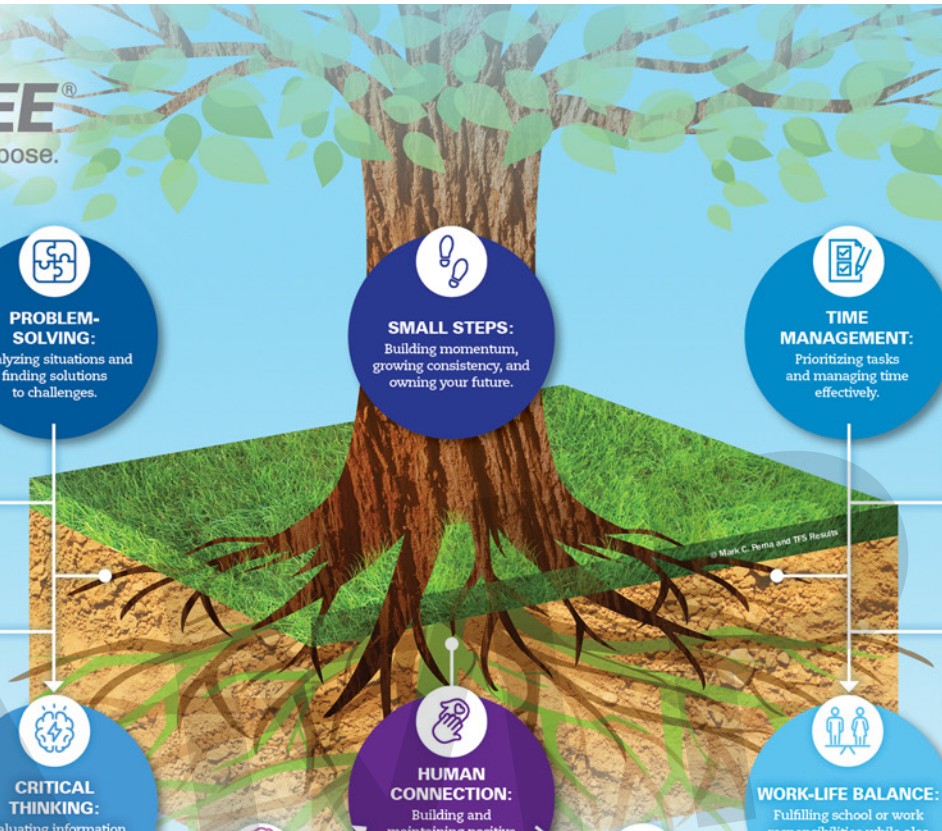
CAREER TREE®

Education with Purpose.



COMMUNICATION: The ability to convey information clearly and effectively.

ACTIVE LISTENING: Fully concentrating and engaging with the speaker.

EMPATHY: Understanding and sharing the feelings of others.

LEADERSHIP: Guiding and inspiring others to work towards a shared vision.

TEAMWORK: Working well with others to achieve a common goal.

ADAPTABILITY: Adjusting to new conditions or changes to plans.

PROBLEM-SOLVING: Analyzing situations and finding solutions to challenges.

CRITICAL THINKING: Evaluating information and arguments logically.

SMALL STEPS: Building momentum, growing consistency, and owning your future.

HUMAN CONNECTION: Building and maintaining positive relationships with others.

COPING: Managing stressors and challenges to maintain emotional well-being.

SELF-MANAGEMENT: Effectively regulating emotions, thoughts, and behaviors in various situations.

EMOTIONAL INTELLIGENCE: Understanding and managing your own emotions and those of others.

TIME MANAGEMENT: Prioritizing tasks and managing time effectively.

WORK-LIFE BALANCE: Fulfilling school or work responsibilities while also prioritizing personal well-being.

NETWORKING: Building relationships and connections that help both sides.

CREATIVITY: Thinking outside the box to generate new ideas.

PUNCTUALITY: Respecting self and others by consistently being on time.

NEGOTIATION: Reaching win-win agreements through respectful dialogue.

CONFLICT RESOLUTION: Navigating and resolving disagreements constructively.

BULLY-PROOF: Resisting, avoiding, or responding to bullying with resilience and confidence.

SKILL TREE™: MY COMPETITIVE ADVANTAGE

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SKILL TREE™

Welcome to Your Personal Skill Tree Action Journal!

This Action Journal is **YOUR** place to record your own Skill Tree journey.
By writing it down, you'll be able to look back and reflect on how far you've come.

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Inside Back Cover: Your Student Skill Chart
Track your progress!
As you get better at each skill on this tree, check it off on your chart. Every skill you build is another piece of your personal competitive advantage!

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1. The Power of Small Steps | Key Points & Reflection

PART 1

THE POWER OF SMALL STEPS:

This skill is about taking consistent small actions that build momentum and create real progress toward your lifestyle goals.

Key Points Review

1. Small steps, done consistently, lead to big changes.
2. Progress matters more than perfection.
3. Every small action strengthens your personal competitive advantage.
4. Small steps build confidence, discipline, and long-term momentum.
5. The path to any lifestyle goal—big, modest, or laid-back—starts with one small move.

Reflect on This:

- What's one small step you've taken that added to your personal competitive advantage?

- How could showing consistency help you stand out when it matters?

- Where could small, steady progress lead you in your goals, dreams, or career?

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1. The Power of Small Steps | Pick a Journal Prompt

PART 2

Choose up to three prompts to respond to. Use this space to reflect on how small steps show up in your life and how they can move you toward the future you want.

Journal Prompts:

1. When have small steps made a bigger impact than you expected?
2. What's a goal that feels too big—and how could breaking it down help?
3. What does consistency look like in your day-to-day life?
4. How could a small action today shape your future self?
5. Who in your life has shown the power of small steps?
6. What's something you've been avoiding that could change with one small step?

Response #1:

Response #2:

Response #3:

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1. The Power of Small Steps | Make an Action Plan

PART 3

Take Action:

What's one area where I want to take small steps right now?

Why is this important to me—and how could it add to my personal competitive advantage?

What's one small step I can take today?

What's one small step I can take tomorrow?

How will I keep going when it gets hard or boring?

Who can support me in this journey?

Where can I go to get the support I need?

Progress Tracker:

Each time you take a small step, check it off.

- ❑ Step 1
- ❑ Step 2
- ❑ Step 3
- ❑ Step 4
- ❑ Step 5
- ❑ Step 6

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1. The Power of Small Steps | Looking Back & Looking Ahead

PART 4

What's Working:

What worked well when I took small steps this week?

What didn't work, and what can I adjust?

What do I feel proud of?

What's one step I can take next week?

My Personal Competitive Advantage Is Growing Because...

Keep It Going:

The more small steps we take, the stronger our momentum. What's your *next* small step?

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2. The Power of Human Connection | Key Points & Reflection

PART 1

THE POWER OF HUMAN CONNECTION:

This skill is about building strong, respectful relationships that help us grow, collaborate, and reach our goals—together.

Key Points Review

1. Human connection gives us strength, support, and new perspectives.
2. Real relationships are built on trust, empathy, and shared effort.
3. Connecting with others grows our personal competitive advantage.
4. Being present and kind makes us more memorable and impactful.
5. Our lifestyle goals are easier to reach when we're not doing it alone.

Reflect on This:

- What's one way a human connection has helped you grow or move forward?

- How do strong relationships help you build your personal competitive advantage?

- Where could deeper connection help you right now?

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2. The Power of Human Connection | Pick a Journal Prompt

PART 2

Choose up to three prompts to respond to. Use this space to reflect on the role of human connection in your life and how it helps shape your future.

Journal Prompts:

1. Who is someone you trust, and how has being connected to them helped you?
2. When have you helped someone else by being a good listener or friend?
3. What's one way you could strengthen a current relationship?
4. How do you show others that you respect and value them?
5. What does connection feel like to you, and why does it matter?
6. How might strong relationships support your lifestyle goals?

Response #1:

Response #2:

Response #3:

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2. The Power of Human Connection | Make an Action Plan

PART 3

Take Action:

What's one relationship I want to strengthen or build right now?

Why is this important to me—and how could it add to my personal competitive advantage?

What's one small way I can connect with someone today?

What's something I can say or do that builds trust or support?

How will I stay open and respectful, even when it's hard?

Who can support me in this journey?

Where can I go to get the support I need?

Progress Tracker:

Each time you show strong connection, check it off.

- ❑ Step 1
- ❑ Step 2
- ❑ Step 3
- ❑ Step 4
- ❑ Step 5
- ❑ Step 6

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2. The Power of Human Connection | Looking Back & Looking Ahead

PART 4

What's Working:

What worked well when I focused on connection this week?

What didn't work, and what can I adjust?

What do I feel proud of?

What's one way I'll grow human connection next week?

My Personal Competitive Advantage Is Growing Because...

Keep It Going:

The stronger our connections, the farther we go. What's your *next* step?

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3. The Power of Self-Management | Key Points & Reflection

PART 1

THE POWER OF SELF-MANAGEMENT:

This skill is about managing your thoughts, emotions, and actions so you can stay focused, make smart choices, and move forward, even when things get tough.

Key Points Review

1. Self-management helps us stay calm, focused, and in control.
2. It's not about being perfect—it's about being aware and making better choices.
3. Managing yourself builds trust, confidence, and reliability.
4. Good self-management grows your personal competitive advantage.
5. It helps you reach your lifestyle goals by staying consistent and intentional.

Reflect on This:

- When have you shown strong self-management, and how did it help?

- What's something that usually throws you off, and how could you better manage it?

- How does self-management help you move closer to the life you want?

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3. The Power of Self-Management | Pick a Journal Prompt

PART 2

Choose up to three prompts to respond to. Use this space to reflect on how you manage yourself and how that influences your progress.

Journal Prompts:

1. What's something that's hard for you to manage, and how could you improve?
2. When have you paused, stayed calm, or made a smart decision under pressure?
3. What helps you stay organized, focused, or on track?
4. What emotions are hardest for you to manage? Why?
5. How could better self-management help in your relationships or responsibilities?
6. What's one area of your life where self-management could really pay off?

Response #1:

Response #2:

Response #3:

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3. The Power of Self-Management | Make an Action Plan

PART 3

Take Action:

What's one area where I want to grow in self-management?

Why is this important to me—and how could it add to my personal competitive advantage?

What's one habit or strategy I can start using today?

What can I do when I feel overwhelmed or distracted?

How will I keep myself accountable without being too hard on myself?

Who can support me in this journey?

Where can I go to get the support I need?

Progress Tracker:

Each time you show strong self-management, check it off.

- ❑ Step 1
- ❑ Step 2
- ❑ Step 3
- ❑ Step 4
- ❑ Step 5
- ❑ Step 6

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3. The Power of Self-Management | Looking Back & Looking Ahead

PART 4

What's Working:

What worked well when I practiced self-management this week?

What didn't work, and what can I adjust?

What do I feel proud of?

What's one way I'll strengthen my self-management next week?

My Personal Competitive Advantage Is Growing Because...

Keep It Going:

The more we manage ourselves, the more control we have over our future. What's your *next* step?

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4. The Power of Emotional Intelligence | Key Points & Reflection

PART 1

THE POWER OF EMOTIONAL INTELLIGENCE:

This skill is about recognizing, understanding, and managing your emotions—and responding to others with empathy, care, and awareness.

Key Points Review

1. Emotional intelligence helps us recognize how we feel and what to do about it.
2. It allows us to respond instead of react in challenging moments.
3. Understanding others' feelings builds stronger relationships and trust.
4. Emotional intelligence boosts your personal competitive advantage.
5. It helps you navigate life with empathy, confidence, and purpose.

Reflect on This:

- What's a time you handled your emotions well, and what did it lead to?

- When have you shown empathy or understanding to someone else?

- How could emotional intelligence help you in school, work, or life?

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4. The Power of Emotional Intelligence | Pick a Journal Prompt

PART 2

Choose up to three prompts to respond to. Use this space to reflect on your emotional awareness and how you respond to others with care.

Journal Prompts:

1. What emotions are easiest and hardest for you to notice in yourself?
2. When has your reaction made a situation better—or worse?
3. How do you usually respond when someone shares a strong emotion with you?
4. What helps you stay calm when you're frustrated or upset?
5. How can emotional intelligence help you lead or support others?
6. What's one way you could strengthen your emotional awareness this week?

Response #1:

Response #2:

Response #3:

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Take Action:

What's one part of emotional intelligence I want to grow in?

Why is this important to me—and how could it add to my personal competitive advantage?

What's one small thing I can do when emotions get intense?

How can I show more empathy in my conversations this week?

What signs can I look for in myself to stay emotionally aware?

Who can support me in this journey?

Where can I go to get the support I need?

Progress Tracker:

Each time you show emotional intelligence, check it off.

- ❑ Step 1
- ❑ Step 2
- ❑ Step 3
- ❑ Step 4
- ❑ Step 5
- ❑ Step 6

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What's Working:

What worked well when I practiced emotional intelligence this week?

What didn't work, and what can I adjust?

What do I feel proud of?

What's one way I'll use emotional intelligence next week?

My Personal Competitive Advantage Is Growing Because...

Keep It Going:

Understanding emotions, both yours and others', builds real confidence. What's your *next* step?

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5. The Power of Coping | Key Points & Reflection

PART 1

THE POWER OF COPING:

This skill is about facing stress and setbacks with tools that help you stay calm, bounce back, and keep moving forward.

Key Points Review

1. Coping means managing stress in healthy, effective ways.
2. Everyone experiences hard moments—how we respond is what matters.
3. Good coping skills protect our well-being and support our progress.
4. Coping strengthens our personal competitive advantage over time.
5. Knowing how to cope builds resilience for any lifestyle we choose.

Reflect on This:

- What's one way you've coped well with a stressful or difficult situation?

- When do you struggle to cope, and what tends to help?

- How does healthy coping affect your progress toward your goals?

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5. The Power of Coping | Pick a Journal Prompt

PART 2

Choose up to three prompts to respond to. Use this space to reflect on how you manage stress and respond to challenges in your life.

Journal Prompts:

1. What's a situation that overwhelmed you, and how did you get through it?
2. What are your go-to coping strategies, and how do they help?
3. When you feel anxious or down, what usually brings you back?
4. How do you know when you're starting to feel stressed or overloaded?
5. What's a new coping skill you'd like to try?
6. How can good coping habits support your lifestyle and goals?

Response #1:

Response #2:

Response #3:

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Take Action:

What's one area of my life where I want to improve how I cope?

Why is this important to me—and how could it add to my personal competitive advantage?

What's one healthy strategy I can use when I feel stressed?

What can I do to prevent burnout or feeling overwhelmed?

How will I check in with myself emotionally each day?

Who can support me in this journey?

Where can I go to get the support I need?

Progress Tracker:

Each time you use a healthy coping skill, check it off.

- ❑ Step 1
- ❑ Step 2
- ❑ Step 3
- ❑ Step 4
- ❑ Step 5
- ❑ Step 6

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5. The Power of Coping | Looking Back & Looking Ahead

PART 4

What's Working:

What worked well when I used coping skills this week?

What didn't work, and what can I adjust?

What do I feel proud of?

What's one coping skill I want to keep practicing next week?

My Personal Competitive Advantage Is Growing Because...

Keep It Going:

Coping isn't just surviving—it's building strength for what's next. What's your *next* step?

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6. The Power of Communication | Key Points & Reflection

PART 1

THE POWER OF COMMUNICATION:

This skill is about expressing yourself clearly, listening well, and connecting with others through honest, respectful dialogue.

Key Points Review

1. Communication is more than talking—it's listening, understanding, and responding with purpose.
2. How we say things can matter as much as what we say.
3. Good communication builds trust, clarity, and connection.
4. Communicating well boosts your personal competitive advantage.
5. Strong communication skills open doors in school, work, and life.

Reflect on This:

- When has strong communication helped you succeed or solve a problem?

- What's one thing that makes it harder for you to communicate clearly?

- How does communication affect the lifestyle you want to build?

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6. The Power of Communication | Pick a Journal Prompt

PART 2

Choose up to three prompts to respond to. Use this space to reflect on how you communicate, what you've learned, and how you want to grow.

Journal Prompts:

1. How do you usually communicate best: talking, texting, writing, or something else?
2. When have you misunderstood someone or been misunderstood?
3. What helps you stay calm and respectful when communicating under stress?
4. How can improving your communication help your relationships or goals?
5. What's something you'd like to say, but don't always know how?
6. What does it mean to really listen?

Response #1:

Response #2:

Response #3:

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Take Action:

What's one part of communication I want to improve?

Why is this important to me—and how could it add to my personal competitive advantage?

What's one way I can be a better listener this week?

What's something I want to express more clearly?

How can I handle misunderstandings in a respectful way?

Who can support me in this journey?

Where can I go to get the support I need?

Progress Tracker:

Each time you communicate in a strong, respectful way, check it off.

- ❑ Step 1
- ❑ Step 2
- ❑ Step 3
- ❑ Step 4
- ❑ Step 5
- ❑ Step 6

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6. The Power of Communication | Looking Back & Looking Ahead

PART 4

What's Working:

What worked well in my communication this week?

What didn't work, and what can I adjust?

What do I feel proud of?

What's one goal for improving my communication next week?

My Personal Competitive Advantage Is Growing Because...

Keep It Going:

Clear, respectful communication creates real opportunity. What's your *next* step?

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7. The Power of Active Listening | Key Points & Reflection

PART 1

THE POWER OF ACTIVE LISTENING:

This skill is about giving others your full attention, taking in what they say without judgment, and showing that you understand and care.

Key Points Review

1. Active listening is about focus, presence, and understanding, not just hearing.
2. It involves eye contact (when culturally appropriate), body language, and patience.
3. Listening actively builds trust and deeper connections with others.
4. It strengthens your personal competitive advantage in all settings.
5. Great listeners often become strong leaders, teammates, and friends.

Reflect on This:

- When has someone really listened to you, and how did that feel?

- When have you listened well, and what difference did it make?

- How can listening actively help you build the life you imagine?

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7. The Power of Active Listening | Pick a Journal Prompt

PART 2

Choose up to three prompts to respond to. Use this space to reflect on how you listen, what you've noticed, and how to improve.

Journal Prompts:

1. What does good listening look and feel like to you?
2. When do you find it hardest to listen carefully, and why?
3. What's a time when you didn't listen well? What happened?
4. How do you show someone that you're truly paying attention?
5. What helps you stay focused when someone is talking?
6. How can active listening help you succeed in your future goals?

Response #1:

Response #2:

Response #3:

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7. The Power of Active Listening | Make an Action Plan

PART 3

Take Action:

What's one area where I want to listen better?

Why is this important to me? How could it add to my personal competitive advantage?

What's one thing I can do to be more present in conversations?

How can I respond in a way that shows I truly listened?

What habits or distractions get in the way and how can I change that?

Who can support me in this journey?

Where can I go to get the support I need?

Progress Tracker:

Each time you actively listen, check it off.

- ❑ Step 1
- ❑ Step 2
- ❑ Step 3
- ❑ Step 4
- ❑ Step 5
- ❑ Step 6

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What's Working:

What worked well when I listened actively this week?

What didn't work, and what can I adjust?

What do I feel proud of?

What's one way I'll strengthen my listening next week?

My Personal Competitive Advantage Is Growing Because...

Keep It Going:

When we really listen, we connect—and connection builds everything. What's your *next* step?

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8. The Power of Empathy | Key Points & Reflection

PART 1

THE POWER OF EMPATHY:

This skill is about understanding and caring how others feel and responding with kindness, awareness, and support.

Key Points Review

1. Empathy means imagining how someone else might be feeling, even if we don't feel it ourselves.
2. It helps us connect with people from all walks of life.
3. Being empathetic doesn't mean fixing everything; it means showing up and caring.
4. Empathy builds emotional intelligence and personal competitive advantage.
5. Leading with empathy opens doors in relationships, work, and community.

Reflect on This:

- When has someone shown empathy to you, and how did it impact you?

- When have you shown empathy to someone else?

- Why does empathy matter for the lifestyle you want to build?

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8. The Power of Empathy | Pick a Journal Prompt

PART 2

Choose up to three prompts to respond to. Use this space to explore how you relate to others and how empathy plays a role in your growth.

Journal Prompts:

1. What does empathy mean to you, in your own words?
2. When have you "walked in someone else's shoes"?
3. What's one situation where you wished someone had understood you better?
4. When is it hardest for you to show empathy? Why?
5. How can empathy help solve problems or reduce conflict?
6. What's one way you can practice empathy more often?

Response #1:

Response #2:

Response #3:

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Take Action:

Where in my life do I want to show more empathy?

Why is this important to me—and how could it add to my personal competitive advantage?

What's one way I can respond with empathy when someone is upset?

How will I remind myself to see things from someone else's point of view?

What small, kind actions can I take when someone is struggling?

Who can support me in this journey?

Where can I go to get the support I need?

Progress Tracker:

Each time you lead with empathy, check it off.

- ❑ Step 1
- ❑ Step 2
- ❑ Step 3
- ❑ Step 4
- ❑ Step 5
- ❑ Step 6

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8. The Power of Empathy | Looking Back & Looking Ahead

PART 4

What's Working:

What worked well when I practiced empathy this week?

What didn't work, and what can I adjust?

What do I feel proud of?

What's one way I'll keep showing empathy next week?

My Personal Competitive Advantage Is Growing Because...

Keep It Going:

Empathy helps us lead with heart, and that creates real impact. What's your *next* step?

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9. The Power of Leadership | Key Points & Reflection

PART 1

THE POWER OF LEADERSHIP:

This skill is about taking responsibility, guiding others with integrity, and creating positive change—whether you're in charge or not.

Key Points Review

1. Leadership is about influence, not titles or popularity.
2. Great leaders listen, include others, and make thoughtful decisions.
3. We can lead by example, attitude, and everyday actions.
4. Leadership helps build personal competitive advantage.
5. True leadership supports the lifestyle and impact we want to create.

Reflect on This:

- When have you stepped up and led, even in a small way?

- What kind of leader inspires you most, and why?

- How does strong leadership support your lifestyle goals?

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9. The Power of Leadership | Pick a Journal Prompt

PART 2

Choose up to three prompts to respond to. Use this space to reflect on your leadership potential and the kind of leader you want to become.

Journal Prompts:

1. What does leadership mean to you right now?
2. When have you had to take the lead, and how did it go?
3. What strengths do you bring as a leader?
4. What's one leadership challenge you've faced or want to overcome?
5. How can leadership show up in everyday life, not just big moments?
6. What kind of leader do you want to be remembered as?

Response #1:

Response #2:

Response #3:

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Take Action:

Where in my life do I want to lead with more confidence or purpose?

Why is this important to me? How could it add to my personal competitive advantage?

What's one leadership behavior I want to practice this week?

How can I help include others and listen as a leader?

What's one way I can lead by example, even without a title?

Who can support me in this journey?

Where can I go to get the support I need?

Progress Tracker:

Each time you lead with purpose or positivity, check it off.

- ❑ Step 1
- ❑ Step 2
- ❑ Step 3
- ❑ Step 4
- ❑ Step 5
- ❑ Step 6

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9. The Power of Leadership | Looking Back & Looking Ahead

PART 4

What's Working:

What worked well when I stepped into leadership this week?

What didn't work, and what can I adjust?

What do I feel proud of?

What's one leadership action I'll take next week?

My Personal Competitive Advantage Is Growing Because...

Keep It Going:

Leadership is a choice we make daily. What's your *next* step?

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10. The Power of Teamwork | Key Points & Reflection

PART 1

THE POWER OF TEAMWORK:

This skill is about working well with others: sharing ideas, supporting one another, and moving toward a common goal together.

Key Points Review

1. Teamwork means contributing your strengths while valuing others' contributions.
2. Great teams communicate clearly, solve problems, and support each other.
3. Being a team player takes trust, effort, and flexibility.
4. Strong teamwork builds your personal competitive advantage.
5. Every successful team needs reliable, respectful contributors.

Reflect on This:

- What's one time when teamwork helped you succeed?

- What role do you naturally take in teams, and why?

- How does teamwork connect to your future goals and lifestyle?

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10. The Power of Teamwork | Pick a Journal Prompt

PART 2

Choose up to three prompts to respond to. Use this space to reflect on how you show up in groups and where you want to grow.

Journal Prompts:

1. What does a strong team look and feel like to you?
2. When has being part of a team been a challenge, and what did you learn?
3. What strengths do you bring to a team setting?
4. How do you handle disagreements or different opinions in groups?
5. What's one way you've supported a teammate or been supported by one?
6. How can being a good teammate build your competitive advantage?

Response #1:

Response #2:

Response #3:

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Take Action:

What's one thing I want to improve about how I work with others?

Why is this important to me? How could it add to my personal competitive advantage?

What's one specific way I'll contribute positively to my next group experience?

How can I listen better and build stronger trust in teams?

What's something I'll do to help a team move forward or solve a problem?

Who can support me in this journey?

Where can I go to get the support I need?

Progress Tracker:

Each time you demonstrate teamwork, check it off.

- ❑ Step 1
- ❑ Step 2
- ❑ Step 3
- ❑ Step 4
- ❑ Step 5
- ❑ Step 6

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What's Working:

What worked well in my team experience this week?

What didn't work, and what can I adjust?

What do I feel proud of?

What's one way I'll build my teamwork next week?

My Personal Competitive Advantage Is Growing Because...

Keep It Going:

Teamwork builds trust, connection, and results. What's your *next* step?

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11. The Power of Adaptability | Key Points & Reflection

PART 1

THE POWER OF ADAPTABILITY:

This skill is about staying flexible, adjusting to change, and staying focused even when things don't go as planned.

Key Points Review

1. Adaptability means being open to change and handling challenges with a calm, creative mindset.
2. Life rarely goes exactly as expected; adaptable people adjust and keep moving forward.
3. Being adaptable shows strength, not weakness.
4. Adaptability increases personal competitive advantage in every area of life.
5. Flexible people tend to succeed in fast-changing environments like school, work, and life.

Reflect on This:

- When did a plan change, and how did you adapt?

- What helps you stay calm when something unexpected happens?

- How can adaptability help you build the life you want?

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11. The Power of Adaptability | Pick a Journal Prompt

PART 2

Choose up to three prompts to respond to. Use this space to reflect on how you deal with change and how you can strengthen your adaptability.

Journal Prompts:

1. How do you usually react when things don't go as planned?
2. What's one time you had to adjust quickly? What did you learn?
3. What situations make it hardest for you to stay flexible?
4. How do you keep a positive attitude when facing change?
5. What tools or habits help you stay steady during uncertain times?
6. How could being adaptable boost your personal competitive advantage?

Response #1:

Response #2:

Response #3:

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Take Action:

What's one area of my life where I want to be more adaptable?

Why is this important to me? How could it add to my personal competitive advantage?

What's one situation this week where I can practice flexibility or openness?

How can I remind myself to pause and adjust rather than react?

What helps me stay calm when things shift unexpectedly?

Who can support me in this journey?

Where can I go to get the support I need?

Progress Tracker:

Each time you respond to change with adaptability, check it off.

- ❑ Step 1
- ❑ Step 2
- ❑ Step 3
- ❑ Step 4
- ❑ Step 5
- ❑ Step 6

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What's Working:

What worked well when I adapted this week?

What didn't work, and what can I adjust?

What do I feel proud of?

What's one way I'll grow my adaptability next week?

My Personal Competitive Advantage Is Growing Because...

Keep It Going:

The more we adapt, the more we grow. What's your *next* step?

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12. The Power of Problem-Solving | Key Points & Reflection

PART 1

THE POWER OF PROBLEM-SOLVING:

This skill is about thinking through challenges, finding solutions, and taking action to move forward, even when it's not easy.

Key Points Review

1. Problem-solving is the ability to figure out what's wrong and what to do next.
2. It includes thinking clearly, exploring options, and choosing actions that work.
3. Problem-solvers don't avoid problems; they face them with courage and creativity.
4. Solving problems builds your personal competitive advantage in school, life, and work.
5. Every challenge you overcome is a step toward your lifestyle goals.

Reflect on This:

- What's a recent problem you had to solve? How did it turn out?

- What helps you stay calm and focused when things go wrong?

- How can problem-solving shape your future success?

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12. The Power of Problem-Solving | Pick a Journal Prompt

PART 2

Choose up to three prompts to respond to. Use this space to think through your own mindset and habits when it comes to solving problems.

Journal Prompts:

1. How do you feel when a problem shows up in your day?
2. What's one problem you've solved recently, and what did it teach you?
3. What steps do you usually take to solve a challenge?
4. When is it hardest to stay calm and focused?
5. How do you know when you need help solving something?
6. How could better problem-solving skills support your personal competitive advantage?

Response #1:

Response #2:

Response #3:

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12. The Power of Problem-Solving | Make an Action Plan

PART 3

Take Action:

What's one type of problem I want to get better at solving?

Why is this important to me? How could it add to my personal competitive advantage?

What's a small or everyday problem I can handle more thoughtfully this week?

What helps me think clearly when I'm stuck or frustrated?

What's one tool, question, or habit I can use to solve problems better?

Who can support me in this journey?

Where can I go to get the support I need?

Progress Tracker:

Each time you solve a problem with thought and care, check it off.

- ❑ Step 1
- ❑ Step 2
- ❑ Step 3
- ❑ Step 4
- ❑ Step 5
- ❑ Step 6

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What's Working:

What worked well when I solved a problem this week?

What didn't work, and what can I adjust?

What do I feel proud of?

What's one problem I'm ready to solve next week?

My Personal Competitive Advantage Is Growing Because...

Keep It Going:

Every challenge is a chance to grow. What's your *next* step?

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13. The Power of Critical Thinking | Key Points & Reflection

PART 1

THE POWER OF CRITICAL THINKING:

This skill is about analyzing information and making decisions based on logic, evidence, and reflection—not just emotion or habit.

Key Points Review

1. Critical thinking means asking good questions, looking deeper, and not jumping to conclusions.
2. It involves slowing down, evaluating sources, and making thoughtful choices.
3. Strong critical thinkers can solve problems, spot bias, and make better decisions.
4. This skill boosts your personal competitive advantage across school, work, and life.
5. Thinking critically helps you move closer to your lifestyle goals with confidence.

Reflect on This:

- When have you used critical thinking to make a good decision?

- What helps you slow down and think things through?

- How can critical thinking help you reach your goals faster?

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13. The Power of Critical Thinking | Pick a Journal Prompt

PART 2

Choose up to three prompts to respond to. Use this space to explore how you think, how you question, and how you decide.

Journal Prompts:

1. What does critical thinking mean to you in real life?
2. When is it hardest for you to pause and think critically?
3. What's a time you asked a great question, and why did it matter?
4. How do you decide whether something is true or helpful?
5. What's one decision you'd handle differently now, using stronger thinking?
6. How does critical thinking help grow your personal competitive advantage?

Response #1:

Response #2:

Response #3:

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Take Action:

What's one area of my life where I want to think more clearly or critically?

Why is this important to me? How could it add to my personal competitive advantage?

What's one decision I'll think through more carefully this week?

What steps will I take to check the facts or question assumptions?

How can I stay open-minded while still using logic and facts?

Who can support me in this journey?

Where can I go to get the support I need?

Progress Tracker:

Each time you pause and think critically, check it off.

- ❑ Step 1
- ❑ Step 2
- ❑ Step 3
- ❑ Step 4
- ❑ Step 5
- ❑ Step 6

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What's Working:

What worked well when I used critical thinking this week?

What didn't work, and what can I adjust?

What do I feel proud of?

What's one decision I'll think through with more intention next week?

My Personal Competitive Advantage Is Growing Because...

Keep It Going:

Thinking deeper creates stronger choices. What's your *next* step?

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14. The Power of Time Management | Key Points & Reflection

PART 1

THE POWER OF TIME MANAGEMENT:

This skill is about planning, prioritizing, and using your time in ways that help you stay focused, reduce stress, and reach your goals.

Key Points Review

1. Time management is the ability to plan and organize how you spend your time.
2. It helps you balance responsibilities, goals, and personal time.
3. When we manage time well, we reduce stress and increase results.
4. This skill strengthens your personal competitive advantage in school, work, and life.
5. Managing time helps turn lifestyle goals into real accomplishments.

Reflect on This:

- How well do you use your time now? What's one thing you'd like to improve?

- What's the hardest part about staying on track with your schedule?

- How can time management support your dreams and goals?

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14. The Power of Time Management | Pick a Journal Prompt

PART 2

Choose up to three prompts to respond to. Use this space to reflect on your habits and how you use your time.

Journal Prompts:

1. What does your typical day or week look like?
2. What tasks or activities take more time than they should?
3. When are you most productive or focused, and why?
4. What helps you avoid distractions or procrastination?
5. How does managing your time impact your stress levels?
6. How can improving time management grow your personal competitive advantage?

Response #1:

Response #2:

Response #3:

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14. The Power of Time Management | Make an Action Plan

PART 3

Take Action:

What's one area of my life where I want better time management?

Why is this important to me? How could it add to my personal competitive advantage?

What's one time-wasting habit I can reduce or change this week?

What will I prioritize each day to stay on track?

What tools (calendar, app, timer) could help me plan better?

Who can support me in this journey?

Where can I go to get the support I need?

Progress Tracker:

Each time you manage your time with focus and purpose, check it off.

- ❑ Step 1
- ❑ Step 2
- ❑ Step 3
- ❑ Step 4
- ❑ Step 5
- ❑ Step 6

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What's Working:

What worked well with my time management this week?

What didn't work, and what can I adjust?

What do I feel proud of?

What's one way I'll manage time even better next week?

My Personal Competitive Advantage Is Growing Because...

Keep It Going:

Using time well brings goals closer. What's your *next* step?

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15. The Power of Work-Life Balance | Key Points & Reflection

PART 1

THE POWER OF WORK-LIFE BALANCE:

This skill is about creating healthy boundaries between responsibilities and personal life so we can recharge, stay motivated, and thrive in every area.

Key Points Review

1. Work-life balance means managing your time and energy so that school, work, and life feel more sustainable.
2. It's about making space for rest, fun, relationships, and mental wellness.
3. Burnout happens when we ignore balance. Energy and performance drop.
4. Balancing priorities builds personal competitive advantage by helping you stay consistent and focused.
5. Creating balance supports your lifestyle goals, whatever they are.

Reflect on This:

- What helps you feel recharged and focused?

- What makes it hard to unplug or set boundaries?

- How can creating balance help you reach your goals more effectively?

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15. The Power of Work-Life Balance | Pick a Journal Prompt

PART 2

Choose up to three prompts to respond to. Use this space to think about what balance looks like for you.

Journal Prompts:

1. What does “balance” mean in your life right now?
2. When do you feel most stressed, and what’s missing at that time?
3. What do you love doing outside of school, work, or responsibilities?
4. What’s one small way you could create more balance this week?
5. What happens when you ignore your need for rest or downtime?
6. How does balance strengthen your personal competitive advantage?

Response #1:

Response #2:

Response #3:

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Take Action:

What's one area of my life that needs more balance?

Why is this important to me? How could it add to my personal competitive advantage?

What's one habit I'll protect or build this week (like rest, exercise, social time)?

What boundaries can I set to protect my time and energy?

What helps me feel recharged and focused again?

Who can support me in this journey?

Where can I go to get the support I need?

Progress Tracker:

Each time you protect your balance and well-being, check it off.

- ❑ Step 1
- ❑ Step 2
- ❑ Step 3
- ❑ Step 4
- ❑ Step 5
- ❑ Step 6

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What's Working:

What worked well in creating balance this week?

What didn't work, and what can I adjust?

What do I feel proud of?

What's one way I'll create better balance next week?

My Personal Competitive Advantage Is Growing Because...

Keep It Going:

Balance helps us go further without burning out. What's your *next* step?

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16. The Power of Networking | Key Points & Reflection

PART 1

THE POWER OF NETWORKING:

This skill is about building relationships, making connections, and learning from others who can help you unlock new opportunities.

Key Points Review

1. Networking is connecting with people who share advice support, and opportunities.
2. It's not just about "who you know"; it's about building trust and offering value, too.
3. Great networks grow over time, through consistency and human connection.
4. Strong networking skills build your personal competitive advantage in every career and lifestyle path.
5. Your network can help you reach your lifestyle goals—and you can help others, too.

Reflect on This:

- Who do you know that you learn from or look up to?

- What makes a conversation feel like a real connection?

- How could building your network help you grow your future?

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16. The Power of Networking | Pick a Journal Prompt

PART 2

Choose up to three prompts to respond to. Use this space to reflect on how you connect with others and how your network can grow.

Journal Prompts:

1. Who's someone you admire, and what could you learn from them?
2. How do you usually introduce yourself or start a conversation?
3. What's one way you've helped someone else through a connection?
4. What does a strong, healthy relationship mean to you?
5. When does networking feel uncomfortable, and how could you reframe it?
6. How can growing your network build your personal competitive advantage?

Response #1:

Response #2:

Response #3:

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16. The Power of Networking | Make an Action Plan

PART 3

Take Action:

What's one area of my life where I'd like to grow stronger connections?

Why is this important to me? How could it add to my personal competitive advantage?

Who is one person I want to connect with or learn more from?

How will I start or continue that connection this week?

What do I bring to others that helps grow relationships?

Who can support me in this journey?

Where can I go to get the support I need?

Progress Tracker:

Each time you make or strengthen a connection, check it off.

- ❑ Step 1
- ❑ Step 2
- ❑ Step 3
- ❑ Step 4
- ❑ Step 5
- ❑ Step 6

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What's Working:

What worked well in connecting with someone this week?

What didn't work, and what can I adjust?

What do I feel proud of?

What's one way I'll grow my network next week?

My Personal Competitive Advantage Is Growing Because...

Keep It Going:

Relationships create opportunities. What's your *next* step?

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17. The Power of Creativity | Key Points & Reflection

PART 1

THE POWER OF CREATIVITY:

This skill is about using imagination and ideas to solve problems, express yourself, and create new possibilities in any area of life.

Key Points Review

1. Creativity means thinking in original, flexible, and resourceful ways.
2. It can show up in art, writing, problem solving, communication, leadership—anywhere.
3. Being creative helps us see challenges differently and come up with new solutions.
4. Creativity strengthens your personal competitive advantage in school, work, and beyond.
5. It opens doors to your lifestyle goals by helping you express your talents and ideas.

Reflect on This:

- What does creativity mean to you personally?

- Where do your best ideas usually show up?

- How does being creative help you move toward your goals?

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17. The Power of Creativity | Pick a Journal Prompt

PART 2

Choose up to three prompts to respond to. Use this space to reflect on your creative habits, outlets, and confidence.

Journal Prompts:

1. What's a creative project, idea, or solution you're proud of?
2. How do you express yourself when you're being creative?
3. What helps you get "unstuck" when you're facing a challenge?
4. When do you feel most inspired?
5. Where could creativity help you in your daily life?
6. How does creativity help build your personal competitive advantage?

Response #1:

Response #2:

Response #3:

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17. The Power of Creativity | Make an Action Plan

PART 3

Take Action:

Where in my life would I like to be more creative?

Why is this important to me—and how could it add to my personal competitive advantage?

What's one creative idea I want to try or explore this week?

What do I need (space, tools, support) to make it happen?

What helps me stay confident and open-minded during the process?

Who can support me in this journey?

Where can I go to get the support I need?

Progress Tracker:

Each time you explore, express, or act on a creative idea, check it off.

- ❑ Step 1
- ❑ Step 2
- ❑ Step 3
- ❑ Step 4
- ❑ Step 5
- ❑ Step 6

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What's Working:

What worked well when I used creativity this week?

What didn't work, and what can I adjust?

What do I feel proud of?

What's one creative goal I'll move forward next week?

My Personal Competitive Advantage Is Growing Because...

Keep It Going:

Creative thinkers unlock new paths. What's your *next* step?

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18. The Power of Punctuality | Key Points & Reflection

PART 1

THE POWER OF PUNCTUALITY:

This skill is about showing up on time—consistently—so that others can trust you and you can manage your responsibilities with respect and intention.

Key Points Review

1. Punctuality means being on time and prepared for your commitments.
2. It builds trust, reliability, and respect in school, work, and relationships.
3. Being punctual reduces stress and shows professionalism.
4. Punctual habits contribute to your personal competitive advantage over time.
5. Consistent punctuality helps you move steadily toward your lifestyle goals.

Reflect on This:

- How do you feel when others are late, or when you are?

- What routines help you show up on time?

- How does punctuality affect your progress and confidence?

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18. The Power of Punctuality | Pick a Journal Prompt

PART 2

Choose up to three prompts to respond to. Use this space to reflect honestly on your habits, challenges, and goals.

Journal Prompts:

1. How do you currently manage your time when getting ready or going somewhere?
2. What makes it hard to be on time sometimes?
3. What's one time when being punctual helped you succeed or feel proud?
4. How do you feel when someone shows up late to something important?
5. What's one habit that helps you be on time regularly?
6. How does punctuality add to your personal competitive advantage?

Response #1:

Response #2:

Response #3:

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Take Action:

Where in my life do I want to be more punctual?

Why is this important to me? How could it add to my personal competitive advantage?

What's one habit I'll try this week to help me be on time?

What will I do when I feel rushed or behind schedule?

What small step can I take to better manage my morning or prep routine?

Who can support me in this journey?

Where can I go to get the support I need?

Progress Tracker:

Each time you show up on time with purpose, check it off.

- ❑ Step 1
- ❑ Step 2
- ❑ Step 3
- ❑ Step 4
- ❑ Step 5
- ❑ Step 6

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What's Working:

What worked well with my punctuality this week?

What didn't work, and what can I adjust?

What do I feel proud of?

What's one area I'll be even more punctual in next week?

My Personal Competitive Advantage Is Growing Because...

Keep It Going:

Punctuality shows respect—for your time and theirs. What's your *next* step?

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19. The Power of Negotiation | Key Points & Reflection

PART 1

THE POWER OF NEGOTIATION:

This skill is about working toward a fair agreement, expressing your needs, and listening to others so that everyone can move forward with respect and understanding.

Key Points Review

1. Negotiation means working through differences to find a solution that works for everyone.
2. It's not about winning; it's about understanding, compromise, and communication.
3. Effective negotiation builds confidence and professionalism.
4. This skill strengthens your personal competitive advantage in school, jobs, and life.
5. The ability to negotiate helps you shape your future and reach your lifestyle goals.

Reflect on This:

- When have you had to speak up for what you wanted or needed?

- What helps you listen when you're in a disagreement?

- How can practicing negotiation help you build better relationships?

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19. The Power of Negotiation | Pick a Journal Prompt

PART 2

Choose up to three prompts to respond to. Use this space to reflect on your real-life experiences with negotiating and advocating for yourself.

Journal Prompts:

1. What's a time you compromised to solve a problem?
2. How do you feel when you're negotiating with someone?
3. What's a situation where negotiation made things better for everyone?
4. How can being a good listener help during a negotiation?
5. When is it important to stand firm, and when is it helpful to meet in the middle?
6. How does negotiation build your personal competitive advantage?

Response #1:

Response #2:

Response #3:

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Take Action:

What kind of conversations or decisions do I want to feel more confident in?

Why is this important to me? How could it add to my personal competitive advantage?

What's one situation where I might practice negotiating this week?

How will I prepare—what will I say, ask, or listen for?

What does a "win-win" outcome look like in that situation?

Who can support me in this journey?

Where can I go to get the support I need?

Progress Tracker:

Each time you negotiate with respect and clarity, check it off.

- ❑ Step 1
- ❑ Step 2
- ❑ Step 3
- ❑ Step 4
- ❑ Step 5
- ❑ Step 6

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What's Working:

What worked well in a recent negotiation or tough conversation?

What didn't work, and what can I adjust?

What do I feel proud of?

What's one negotiation skill I'll use more often next week?

My Personal Competitive Advantage Is Growing Because...

Keep It Going:

Knowing how to negotiate gives you real power. What's your *next* step?

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20. The Power of Conflict Resolution | Key Points & Reflection

PART 1

THE POWER OF CONFLICT RESOLUTION:

This skill is about calmly working through disagreements, listening to different viewpoints, and finding solutions that allow everyone to move forward with understanding.

Key Points Review

1. Conflict is a natural part of life; resolving it in healthy ways is a powerful skill.
2. Conflict resolution starts with listening, staying calm, and trying to understand the other person.
3. Finding solutions builds trust and stronger relationships.
4. The ability to resolve conflict adds to your personal competitive advantage in every area of life.
5. Resolving conflict helps you stay focused on your lifestyle goals without unnecessary drama or setbacks.

Reflect on This:

- How do you usually respond when a disagreement happens?

- What helps you stay calm and respectful during conflict?

- What's the difference between "winning" and "resolving" a disagreement?

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20. The Power of Conflict Resolution | Pick a Journal Prompt

PART 2

Choose up to three prompts to respond to. Use this space to reflect on how you handle disagreements and how you might grow your conflict resolution skills.

Journal Prompts:

1. What's a conflict you've worked through, and what helped?
2. How do you feel during conflict, and what do you need in those moments?
3. What's your first instinct in a disagreement: talk, avoid, argue, or listen?
4. How can conflict resolution help you build stronger relationships?
5. What's something you wish more people did when trying to solve problems?
6. How does learning to resolve conflict help build your personal competitive advantage?

Response #1:

Response #2:

Response #3:

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Take Action:

Where in my life could I handle conflict more thoughtfully?

Why is this important to me? How could it add to my personal competitive advantage?

What's one conflict or disagreement I want to better understand or resolve this week?

What will I do differently to help that happen?

What skills (listening, patience, pausing, honesty) will I focus on?

Who can support me in this journey?

Where can I go to get the support I need?

Progress Tracker:

Each time you approach conflict with intention and care, check it off.

- ❑ Step 1
- ❑ Step 2
- ❑ Step 3
- ❑ Step 4
- ❑ Step 5
- ❑ Step 6

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What's Working:

What worked well in a recent disagreement or tough moment?

What didn't work, and what can I adjust?

What do I feel proud of?

What's one way I'll use conflict resolution skills more intentionally next week?

My Personal Competitive Advantage Is Growing Because...

Keep It Going:

Great communicators know how to stay calm and solve problems. What's your *next* step?

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21. The Power of Being Bully-Proof | Key Points & Reflection

PART 1

THE POWER OF BEING BULLY-PROOF:

This skill is about knowing your worth, standing up for yourself and others, and using boundaries and support to handle mean behavior with confidence.

Key Points Review

1. Being bully-proof means building inner strength to handle unkindness or intimidation.
2. It's not about fighting back; it's about standing strong, setting boundaries, and asking for help.
3. Confidence, calm, and connection are powerful tools in tough moments.
4. Being bully-proof adds to your personal competitive advantage by showing maturity and leadership.
5. Knowing how to handle negativity helps you protect your energy and stay focused on your lifestyle goals.

Reflect on This:

- How do you respond when someone is disrespectful or unkind?

- What makes a person "bully-proof" in your opinion?

- Who in your life makes you feel strong and supported?

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21. The Power of Being Bully-Proof | Pick a Journal Prompt

PART 2

Choose up to three prompts to respond to. Reflect on times when you've shown strength or needed more of it.

Journal Prompts:

1. What does being "bully-proof" mean to you personally?
2. Have you ever helped someone else in a tough situation? What happened?
3. What helps you stay confident when someone tries to bring you down?
4. How do you want to respond when someone is being cruel or disrespectful?
5. What are your boundaries, and how do you let people know?
6. How does being bully-proof strengthen your personal competitive advantage?

Response #1:

Response #2:

Response #3:

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Take Action:

Where in my life do I want to feel more confident and unshakable?

Why is this important to me? How could it add to my personal competitive advantage?

What's one way I can speak up or set a boundary this week?

What can I do when I feel hurt, embarrassed, or left out?

What messages do I want to tell myself when things get tough?

Who can support me in this journey?

Where can I go to get the support I need?

Progress Tracker:

Each time you stay strong, ask for help, or lift someone else up, check it off.

- ❑ Step 1
- ❑ Step 2
- ❑ Step 3
- ❑ Step 4
- ❑ Step 5
- ❑ Step 6

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What's Working:

What worked well in a challenging situation recently?

What didn't work, and what can I adjust?

What do I feel proud of?

What's one way I'll stand strong or help others next week?

My Personal Competitive Advantage Is Growing Because...

Keep It Going:

When you know your worth, no one can take it from you. What's your *next* step?

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Notes:

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REFLECTION:

After completing this journal, reflect and write your thoughts about what you've learned and any big ideas you will take with you.

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PROJECTION:

Going into next year, how will your new skills help you build your personal competitive advantage?

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Campus administrators may purchase additional **Skill Tree**™ materials
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Track your progress! As you get better at each skill on this tree, check it off on your chart. Every skill you build is another piece of your personal competitive advantage!

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