



Lessons for Living On Your Own

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Home Economics Association

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Preface

Moving out of home and living independently (or with roommates) can be a very challenging and stressful task if you are not aware of what is involved in the process. It's not just a case of renting an apartment, setting up your home, and living like you did before. Once you get out and on your own you find out things that never even crossed your mind before. Things such as how much groceries cost, what bills there are to pay, how to get stains out of your clothes, and how to manage money.

These are many aspects that parents usually take care of, thus the children do not know too much about how to deal with them. This Living Plan is a guide for those who will be living independently for the first time. It can be used to help and assist you in the areas of:

- Nutrition
- Living Strategies
- Household Cleaning
- Safety Precautions
- Training and Education
- Personal Growth
- Laws of Life

This manual will provide some insight into these areas so youth will have a better understanding of what is involved in living on their own. This resource should reduce the amount of struggling and frustration that sometimes comes with “moving out” for the first time.

NUTRITION



Nutrition is a very important part of everyone's life, in fact, probably the most important. This section reviews the basics of nutrition, defines common terms, explains how to read recipes, and shares what to look for when shopping.

Use this information as a guide to help you decide what you should be buying and eating, so you can maintain a healthy lifestyle.

At the end of this section you will find some recipes that you can use to eat healthy meals and snacks.

Healthy Eating

Healthy Eating can be described in terms of three components:

- Variety
 - Eat many different foods that you enjoy. However, do not just stick with what you know you like, experiment!
- Balance
 - Right mix of essential nutrients.
 - Balancing what and how much you eat with your level of activity.
- Moderation
 - Do not eat too much of the same food at one time.
 - Use moderation with foods outside the four food groups.



You are eating well if:

- You eat at least the minimum number of servings of each food group according to Canada's Food Guide to Healthy Eating.
- You eat a variety of foods, and you eat regular meals, and snacks.
- Your clothes fit and you feel good about what you eat.

To avoid chronic diseases and conditions: (Canada's Food Guide to Healthy Eating, 2005)

- Enjoy a variety of foods;
- Eat more whole grain cereals, breads, other grain products, vegetables, and fruit;
- Choose lower fat dairy products, leaner meats, and foods prepared with little fat;
- Enjoy regular physical activity and healthy eating;
- Limit salt, alcohol, and caffeine intake.

*"To eat is a necessity, but to eat intelligently is an art."
- La Rochefoucauld*

Definitions:

Nutrition Facts	
Per 125 mL (87 g)	
Amount	% Daily Value
Calories 80	
Fat 0.5 g	1 %
Saturated 0 g	
+ Trans 0 g	
Cholesterol 0 mg	
Sodium 0 mg	0 %
Carbohydrate 18 g	6 %
Fibre 2 g	
Sugars 2 g	
Protein 3 g	
Vitamin A 2 %	Vitamin C 10 %
Calcium 0 %	Iron 2 %

It's important when you are shopping and reading labels that you know what the terms mean. This will help you understand what you are buying and if it is good for you. Take note of these key terms and think about them the next time you are reading a food label.

Protein – the nutrient necessary for building and repairing body tissues

Carbohydrates – the nutrient that provides readily available energy, as well as vitamins and minerals (e.g.) starches, sugars, fibre

Complex Carbohydrates – these supply energy and are used as food thickeners and stabilizers (e.g.) starches

Fats – a substance the body needs to store reserved energy. Some fat is necessary for good health.

- No more than 30% of daily energy should be from fat (approximately equal amounts of saturated, polyunsaturated and monounsaturated fat)

Vitamins – nutrients that help the body stay healthy and function properly

Minerals – elements that form part of many tissues and are needed to keep body processes operating smoothly (e.g.) calcium, iron, iodine, potassium, phosphorous, sodium

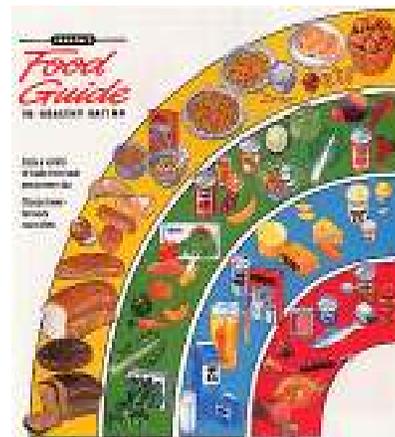
Water – is the basic material of blood and is in all cells. Sixty-six to 75% of body weight is comprised of water.

Food Groups – four categories divided according to the nutrients that each food contains

- Grains
- Vegetables and Fruit
- Milk and Milk products
- Meat and Alternatives

Check out this website to learn more about Canada's Food Guide to Healthy Eating

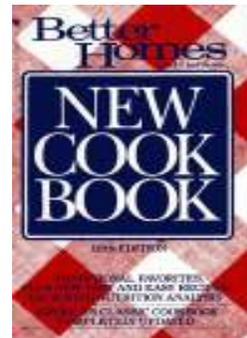
http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/index_e.html



Meal Planning

Along with understanding labels, you should have knowledge of what to eat and when to eat. When planning your meals, keep these points in mind.

- Strive for nutritional balance by selecting foods from each of the four food groups, all throughout the day, at each meal.
- To “spice” up your meals, keep in mind the following:
 - Flavour
 - Colour
 - Shape
 - Texture
 - Temperature.....of the foods you will be serving.
- When planning always consider:
 - Time
 - Your kitchen and the equipment in it
 - Your skill level at cooking
 - Money
 - Food on hand
- Don’t forget about other resources, such as:
 - Cookbooks
 - Magazines
 - Newspaper
 - Internet
- Try planning meals in advance and making a grocery list that corresponds to this. If you have your meals planned, you will know what to shop for, and the chances of buying too many extras will be reduced.



Reading Recipes

Recipes are always very useful when you are trying to prepare a meal or dish that you are not familiar with, however, sometimes the recipes use a language that is hard to read or just doesn't make sense to you. In this section you will find a list of conversions, because some recipes will use different measurements, as well as a list of terms and what they actually mean. This should make reading and using recipes easier for you!

Adapting:

METRIC	IMPERIAL
<i>VOLUME:</i>	
1 ml	¼ tsp
2 ml	½ tsp
5 ml	1 tsp
15 ml	1 tbsp
30 ml	2 tbsp
45 ml	3 tbsp
50 ml	¼ cup
75 ml	1/3 cup
125 ml	½ cup
150 ml	2/3 cup
175 ml	¾ cup
250 ml	1 cup
<i>MASS:</i>	
1 kg	2.2 pounds
28 g	1 ounce
<i>LENGTH:</i>	
2.54 cm	1 inch
<i>TEMPERATURE: °C</i>	
140	275
150	300
160	325
180	350
190	375
200	400
220	425
230	450
240	475

Language: (Living Simply, 2003; Merriam Webster, 2005-2006; Darling, 2002)

Preparation terms:

Beat – to mix smoothly, using rapid, regular strokes with a spoon or a whisk or an electric beater

Blend – to mix two or more ingredients together thoroughly

Chill – to refrigerate or let food stand in cold water

Chop – to cut into small pieces

Cool – to refrigerate or let warm food stand until it is at room temperature

Dice – to cut into very small cubes

Dredge – to cover food with a light coating of flour or crumbs

Grate – to reduce food to very small particles by rubbing it against a rough surface

Grease – to rub a cooking surface with fat to prevent sticking

Grind – to reduce to powder by crushing food with a heavy spoon or other utensil

Knead – to work dough with a pressing and folding motion

Marinate – to soak food in a sauce for a time to make it tender and flavourful

Mash – to reduce to a soft pulpy state by beating and whipping

Mince – to cut into very small pieces

Mix – to combine two or more foods together

Pare – to remove the skin of firm vegetables and fruit

Peel – to remove the outer covering, skin, or rind of soft vegetables and fruit

Pulverize – to reduce to small particles by crushing, beating, or grinding

Puree – to blend food into a smooth, thick paste

Scald – to bring to a temperature just below the boiling point

Sift – to rub flour against a fine sieve to make it a fine powder

Stir – to mix food in a circular motion

Toss – to mix with a lifting motion

Whip – to beat a food into a foam, or froth, with a fork or other utensil

Whisk – to mix with a quick light whipping motion, with a utensil call a whisk

Heating terms:

Bake – to cook by dry heat, usually in an oven (called roasting for meat)

Baste – to moisten food while it cooks, using its own juices or a sauce

Boil – to cook in a liquid that is bubbling

Braise – to cook slowly in a small amount of liquid in a covered pan

Broil – to cook by direct heat, especially in a broiler

Deep fry – to cook in hot fat deep enough for the food to float

Fry – to cook in hot fat

Melt – to heat a solid until it becomes a liquid

Poach – to cook in a simmering liquid

Preheat – to heat the oven or broiler to the desired temperature before putting the food in to cook

Sauté – to cook in a small amount of hot fat

Simmer – to cook in a liquid just below the boiling point

Steam – to cook over boiling water

Stew – to cook in a liquid at low heat for a long time

Toast – to brown food with dry heat

Shopping

Shopping can be a very difficult task at times. It is not always as easy as going to the grocery store, filling your cart, paying for it, and going home. There is some planning that can and should go into shopping. Planning helps you to buy what you need at an affordable cost. Here are some things you should keep in mind when making shopping for groceries:

- When looking through newspapers and fliers, always watch for COUPONS that you can cut out and use at the grocery store to receive a discount on the specified item.
- Remember to look through fliers from various grocery stores so you can see where the best deal may be. “Shop Around!”
- When buying groceries, always look at the “best before” date so you are not buying a product that has expired in time, taste, and nutritional value.
- Buy no-name brands or store brands such as President’s Choice and Our Compliments
- Buy bulk food
- Use coupons
- Read store ads

What to Look for When Shopping:

This section includes a guide of what you should look for in the various sections throughout a grocery store to help you choose the best quality food at the best prices. These guidelines are suggested for healthy eating.

FRUITS:

- Fresh fruit in season
- Frozen fruit packed without sugar
- Fruit canned in juice or light syrup
- 100% pure unsweetened juice

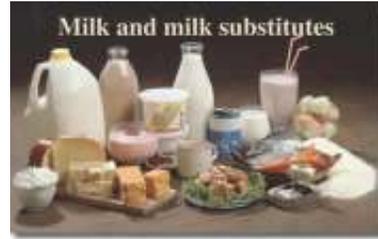


VEGETABLES:

- Fresh vegetables in season
- Vegetables which have edible seeds and skins for extra fibre
- Frozen vegetables without sauces
- Dark yellow and green leafy vegetables
- Locally grown produce

DAIRY SECTION:

- % Milk Fat (MF) or % Butter fat (BF) on the label
- Choose low fat milk and milk products.
- Low Fat Choices:
 - Skim Milk 0.1% MF
 - Skim Milk powder
 - Part-skim milk 1% or 2% MF
 - Buttermilk
 - Yoghurt 2% MF or less
 - Cottage Cheese 2% MF or less
 - Skim milk cheese 7% MF or less
 - Part-skim cheese 10% MF or less
 - Ice milk 4% MF or less
 - Frozen yoghurt 4% MF or less



MEAT SECTION:

- Well trimmed cuts of meat (1/2 cm or less of fat)
- Chicken without skin, or remove skin before cooking
- Lean luncheon meats: roast beef, turkey breast, cooked ham
- Canned fish packed in water, not oil.
- Beef cuts with little marbling – fatty spots in the meat (e.g.) round steak
- Fresh or frozen turkeys that have not been pre-basted
- Low Fat Choices:
 - Pork – tenderloin, lean ham
 - Beef – top round
 - Poultry – chicken or turkey breast
 - Fish – haddock, water packed tuna, lobster, shrimp, sole
 - Luncheon – lean turkey, chicken, ham, roast beef, pastrami

MEAT ALTERNATIVES:

- Peas and Beans:
 - Split peas, kidney beans, navy beans, lentils, lima beans, pinto beans and chickpeas for soups, salads, and casseroles (Rinse canned beans before using, to reduce sodium content).
 - Tofu, either with the produce or dairy section
 - Plain canned beans
- Peanut Butter:
 - Peanut butter without hydrogenated fat
- Eggs:
 - Fresh, clean, un-cracked eggs as an alternative to meat
 - Egg substitutes
- Nuts and seeds:
 - Walnuts, pecans, almonds, chestnuts and plain dry roasted peanuts
 - Unsalted pumpkin, sunflower and sesame seeds



BREADS AND CEREALS:

- Breads:
 - Whole grain breads, like 100% whole wheat, stone-ground whole wheat, cracked wheat & oatmeal
 - If using white bread, choose those loaves made with added fibre
 - Rolls, English muffins, bagels instead of high fat bread choices
- Cereals:
 - Cooked and ready-to-eat cereals that provide at least 2 grams of fibre per serving and no more than 4-6 grams of sugar per serving.
- Pastas and Rice:
 - Brown rice, which has more fibre than white rice
 - Converted or parboiled white rice because the instant varieties are not as nutritious
 - Enriched & whole wheat pastas
- Cookies and crackers:
 - Melba toast, soda crackers, crisp breads, rice or barley cakes
 - Cookies made with whole grain flour, liquid oil & a small amount of sugar
 - Lower calorie cookies include graham crackers, animal crackers, arrowroot cookies, ginger snaps, and vanilla wafers



Healthy Shopping Hints

When grocery shopping it is important that you read the labels so you know what products are the healthiest for you.

Shopping Tips:

- Dairy Section
 - Watch for fat.
 - Watch for avoidable sources of salt/sodium.
 - Milk products do not contain fibre.
- Meat Counter
 - Watch for fat.
 - Fresh meats are not major sources of sodium.
 - Meats do not contain fibre.
 - Deli Styled Meats, Cured Meats, Wieners, etc.
 - Watch for fat.
 - Watch for salt/sodium.
 - Meats do not contain fibre.
- Fresh Produce Section
 - No Fat or Cholesterol
 - Low in salt/sodium.
 - Good source of fibre.
 - A few vegetables contain complex carbohydrates.
- Canned and Jarred Vegetables and Fruit
 - Fat is usually not an issue with these foods.
 - Watch out for sodium.
 - Vegetables, fruits, and legumes contain fibre. Other products do not contain much fibre.
- Breakfast Cereals
 - Most are low in fat.
 - The majority are low in salt/sodium.
 - Good sources of complex carbohydrates.
 - Good sources of fibre.
- Packaged Cereals (Pastas, Rice, etc.)
 - Low in fat, however the sauces may contain fat.
 - Low in sodium, but watch out for the sauces.
 - Good source of complex carbohydrates.
 - Most are good sources of fibre.
- Cookies and Crackers
 - Most are high in fat (watch out for high levels of trans fat), however some low-fat options are available
 - Watch out for salt/sodium.
 - Not a great source of fibre.

- Frozen Foods (vegetables, fruits, entrees, dinners)
 - Fat is an issue.
 - As well as salt/sodium.
 - Not a great source of fibre (except for vegetables and fruits).
- Bakery (breads, cakes, muffins)
 - High and low-fat products are available.
 - Small sources of sodium.
 - Source of complex carbohydrates.
 - Whole grain products contain fibre.
- Oil and Condiments
 - Oils and dressings are extremely high in fat.
 - Condiments are low in fat.
 - Oils are low in sodium.
 - Watch out for sodium in dressings and condiments.
 - Not sources of fibre.
- Snack Foods
 - High sources of fat.
 - High sources of salt/sodium.
 - Some fibre in popcorn and peanuts.

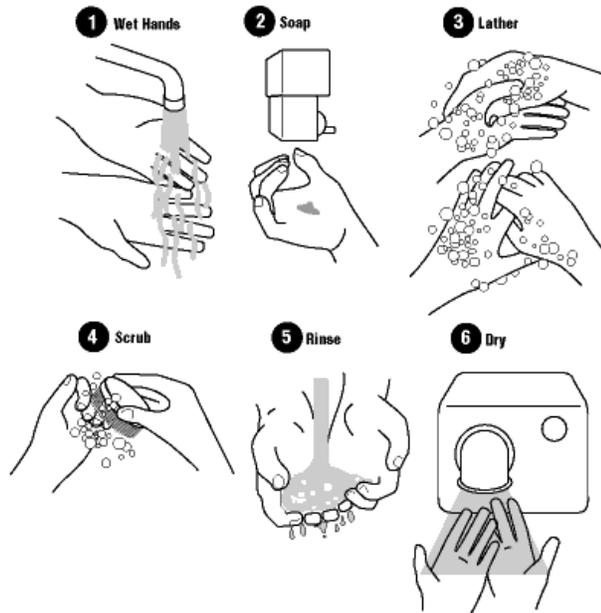


Food Safety

Food safety is a major concern when it comes to cooking and eating healthy. There are many factors that can contribute to making food unhealthy, and sometimes, harmful to consume. Cleaning, separating, chilling, cooking, and storing all play important roles when trying to keep your food safe. The following information should be noted very carefully so you can be sure to protect yourself from bacteria that could potentially be dangerous.

Hand Washing: (Aseptic Hand Washing, 2006)

1. Remove jewelry.
2. Turn the faucet on using paper towel.
3. Wet your hands and apply soap
4. Work soap into a lather and scrub for 2 minutes.
5. Keep hands lower than elbows to prevent dirty water from flowing on to your hands.
6. Interlace fingers to clean between them.
7. Scrub underneath fingernails with a nail brush
8. Dry hands with a clean paper towel.
9. Turn off faucet using paper towel.



Food Care:

- Cleaning
 - After preparing food, wash all utensils and cutting boards that were used, with hot, soapy water.
 - Wash meat cutting boards and counter tops with hot, soapy water and then disinfect with bleach water (add 25 ml bleach to 4 Litres water).
 - Change dishcloths daily.
- Separating
 - In shopping cart and in refrigerator, keep raw meat, poultry, fish and seafood away from other foods. Store in the meat drawer or on the bottom shelf of refrigerator.
 - Have a couple cutting boards and use only one for cutting raw meat (all of the time).
 - Never place cooked food on a plate that had raw meat, poultry, fish, seafood, or eggs on it.

- Chilling and storage
 - Refrigerators – 40 °F (4 °C)
 - Freezers – 0 °F (-18 °C)
 - Put leftovers in the refrigerator or freezer within two hours of cooking it.
 - Do not defrost food on the counter. Always thaw food in the refrigerator, under cold running water, or in the microwave.
 - Do not keep refrigerator packed too full; cold air must circulate properly to keep the food safe.
 - Pay attention to the expiry date.
 - Throw out any mouldy foods, or foods that have been at room temperature for more than two hours.
- Cooking
 - Make sure you cook all meat products, fish, poultry, and eggs thoroughly.
 - Use a clean thermometer to check if meat is cooked. If there is a bone in the meat, do not place the thermometer next to or touching the bone.
 - **GROUND MEAT**
 - 160 °F/ 72 °C
 - **BEEF**
 - Rare - 130 °F / 54 °C
 - Medium - 160 °F / 71 °C
 - Well - 175 °F / 79 °C
 - **PORK**
 - Rare - not advised
 - Medium - 150 °F / 66 °C min. safe temperature
 - Well - 160 °F / 71 °C
 - **POULTRY**
 - Rare – not advised
 - Medium – 165 – 170 °F/ 74 – 77 °C
 - Well – not advised, will dry out
 - **LEFTOVERS**
 - Heat thoroughly to 165 °F (74 °C).
 - Keep HOT things HOT and COLD things COLD!!
 - For more information on Healthy Eating:
 - www.canadian-health-network.ca

Keep this quote in mind when you think cooking healthy for yourself is just too much work and that it would be easier to go to MacDonald's:

*"When you see the golden arches, you are probably on your way to the pearly gates."
—William Castelli, M.D.*

Table 1: Storage (How to Storage Food Safely, 2005)

BAKERY ITEMS:

Food	Shelf	Fridge	Freezer
Bread, commercial	2-4 days	7-14 days	1-3 months
Bread, pita	2-4 days	4-7 days	1-2 months
Cookies, bakery & homemade	2-3 weeks	2 months	8-12 months
Muffins, Danish pastries	1-2 days	7 days	2 months
Rolls	3-4 days	7 days	2 months

FRESH PRODUCE, FRUITS:

Fruit	Shelf	Fridge
Apples, in perforated plastic bag		2 months
Bananas	Until ripe	2 days (ripe)
Berries, loosely covered		2-10 days
Grapes		5 days
Oranges, loosely covered	1 week	1 months
Peaches, uncovered	Until ripe	3-7 days
Pineapple pieces, covered		2-3 days

FRESH PRODUCE, VEGETABLES:

Vegetables	Shelf	Fridge
Beans, green and wax, covered		5 days
Broccoli, covered		5-7 days
Cabbage, covered		2 weeks
Carrots, covered		2-4 weeks
Cauliflower, covered		7-10days
Celery, covered		2 weeks
Corn on the cob		2-7 days
Cucumbers		1 week
Lettuce		1 week
Mushrooms		5 days
Peppers		1 week
Potatoes, new		1 week
Potatoes, old		1 month
Tomatoes	Until ripe	2-3 days (ripe)
Turnips		1 week

FOODS PURCHASED FROZEN:

Food	Freezer	In Fridge After Thawing
Appetizers	4-12 months	Cook frozen
Cookie Dough	2-4 months	Check label
Fish, breaded	3 months	Cook frozen
Fish, raw	2-6 months	1-2 days
Fish, smoked	2 months	1-2 days
Fruit (berries, melons)	4-6 months	4-5 days
Meat patties, beef	2-3 months	Cook frozen
Poultry, chicken & Turkey whole	12 months	2 days
Poultry, chicken & turkey breaded	6 months	Cook Frozen
Sausages, precooked	1-2 months	7 days
Vegetables	8-12 months	Cook frozen

FOODS PURCHASED REFRIGERATED:

Food	Fridge	Frozen
Beverages, opened	7-10 days	
Butter, opened	3 weeks	6 months
Cheese, firm, opened	3-4 weeks	
Cheese, soft, opened	1 week	
Cheese, processed, opened	3-4 weeks	
Eggs, whole	See best before date	
Fish/Shellfish	12 hours-3 days	2-6 months
Margarine, opened	1-3 months	
Meat, fresh		
Ground meat	1-2 days	2-3 months
Beef	2-4 days	10-12 months
Pork	2-4 days	8-10 months
Sausages	7 days	2-3 months
Meats & sausages, sliced	2-3 days	
Milk, homogenized	See best before date	3 months
Yoghurt, opened	7-10 days	1-2 months

For more detailed information of Food Storage visit the Food Safety Information Society website at www.foodsafetyline.org and have a look at their complete food storage guide; Or call their toll free number 1-800-892-8333.

Recipes

Breakfast:

Banana Berry Wake-Up Shake

1	banana	1
1 cup	fresh or frozen berries	250 ml
1 cup	milk or vanilla flavoured soy beverage	250 ml
¾ cup	lower-fat vanilla yoghurt (or another flavour)	175 ml

Add ingredients together in a blender and blend until smooth. If shake is too thick add more milk.

Carrot Bran Muffins

- Preheat oven to 400oF (200oC)
- One 12 cup muffin pan, greased or lined with paper (muffin cups).

1 ¼ cups	whole wheat flour	300 ml
1 ¼ cups	high-fibre bran cereal	300 ml
1 tsp	baking powder	5 ml
1 tsp	baking soda	5 ml
1 tsp	ground cinnamon	5 ml
½ tsp	ground nutmeg	2 ml
½ tsp	salt	2 ml
2	eggs	2
1 cup	grated carrots	250 ml
¾ cup	buttermilk	175 ml
1/3 cup	cup packed brown sugar	75 ml
¼ cup	vegetable oil	50 ml
½ cup	raisins	125 ml



1. In a large bowl combine flour, cereal, baking powder, baking soda, cinnamon, nutmeg, and salt.
2. In a separate bowl, beat eggs thoroughly; blend in carrots, buttermilk, brown sugar, and vegetable oil. Add to dry ingredients, stirring until just moistened. Stir in raisins.
3. Spoon batter into greased or paper-lined muffin cups, filling about three quarters full. Bake in preheated oven for about 20 minutes or until tops of muffins spring back when lightly touched.

French Toast

4	egg whites	4
2 tbsp	skim milk	30 ml
½ tsp	vanilla	2 ml
Pinch	ground nutmeg or cinnamon	Pinch
6	slices whole-wheat bread	6

1. Beat together egg whites, milk, vanilla and nutmeg until frothy. Pour into a large flat dish; dip both sides of bread into mixture.
2. In a large non-stick or lightly greased skillet, cook bread over medium heat until brown on 1 side. Flip and cook other side. Serve immediately.



Fibre-Full Bran Pancakes

¾ cup	whole-wheat flour	175 ml
½ cup	bran cereal flakes, crushed	125 ml
¼ cup	wheat germ	75 ml
1 ½ tsp	baking powder	7 ml
1/8 tsp	salt	.5 ml
1 cup	milk	250 ml
1	egg	1
1	egg white	1
1 tbsp	vegetable oil	15 ml

1. In a medium bowl, combine flour, bran flakes, wheat germ, baking powder and salt. Set aside.
2. In a small bowl, blend together milk, egg, egg white and oil; stir into bran mixture until combined. Heat non-stick griddle or frying pan over medium heat. For each pancake pour about ¼ cup batter onto pan. Cook, turning once, for about 1 to 2 minutes per side or until golden.

Lunches:

Whole Wheat Pizza Dough

- Preheat oven to 425oF (220oC)
- Baking sheets or pizza pans, lightly greased.

1 ¼ cups	all-purpose flour	300 ml
1 ¼ cups	whole-wheat flour	300 ml
1	pkg (1/4 oz / 8g) quick rise instant yeast.	1
1 tsp	granulated sugar	5 ml
½ tsp	salt	2 ml
½ tsp	dried basil	2 ml
½ tsp	dried oregano	2 ml
¼ tsp	garlic powder	1 ml
½ cup	water	125 ml
¼ cup	2% milk	50 ml
3 tbsp	olive oil	50 ml



1. In a bowl, combine flour, yeast, sugar, salt, basil, oregano, and garlic powder.
2. In a small saucepan over low heat, heat water, milk and olive oil until hot to the touch (125oF/50oC). Stir into dry ingredients. Knead on floured surface until smooth and elastic. Cover and let rise for 10 minutes.
3. Cut dough in half; roll each half into 12-inch (30 cm) rounds. Place on a non-stick or lightly greased baking sheet or pizza pan. Flute edges from shells to hold fillings. Cover; let rise in warm place for about 30 minutes.
4. Add desired toppings; bake in preheated oven on bottom rack for about 15 minutes.

Farmer's Omelette

- Preheat broiler
- 9-inch (23cm) ovenproof skillet

1 tbsp	vegetable oil	15 ml
1	medium onion, chopped	1
1	clove garlic, minced	1
½ cup	each chopped, red and green bell peppers	125 ml
1	medium potato, peeled, cooked and diced	1
1	medium tomato, seeded and chopped	1
6	eggs	6
1/3 cup	skim milk	75 ml
½ tsp	crushed dried oregano	2 ml
½ tsp	salt	2 ml
¼ tsp	white pepper	1 ml
Pinch	crushed red pepper flakes	Pinch
1 cup	shredded part-skim mozzarella cheese	250 ml

1. In a 9-inch (23cm) ovenproof skillet, heat oil over medium-high heat; sauté onion, garlic and red and green peppers for 3 to 5 minutes or until softened. Stir in potato and tomato.
2. Whisk together eggs, milk, oregano, salt, pepper and red pepper flakes; pour into skillet and cook until bottom is set. Lift with spatula to allow uncooked portion to flow underneath; cook until almost set. Sprinkle with cheese. Broil until cheese melts, 2 to 3 minutes. To serve, cut into 4 wedges.



Tuna Salad Melt

- Preheat broiler.
- Large baking sheet.

2 cans	water packed tuna, drained	2 cans
¼ cup	finely chopped celery	50 ml
¼ cup	finely chopped sweet pickle or sweet relish	50 ml
¼ cup	finely chopped red and green bell peppers	50 ml
¼ cup	light mayonnaise	50 ml
2 tbsp	lower-fat plain yoghurt	30 ml
1 tbsp	lemon juice or pickle juice	15 ml
1	French stick (baguette)	1
½ cup	shredded Cheddar cheese	125 ml

1. In a bowl, stir together tuna, celery, pickle, red pepper, if using, mayonnaise, yoghurt, and lemon juice. Blend well.
2. Slice French stick in half lengthwise. Cut each half into 4 equal portions, making 8 pieces; place on baking sheet. Toast under preheated broiler for 1 to 2 minutes or until golden.
3. Remove from broiler; spread tuna mixture evenly over each piece. Sprinkle with cheese. Broil for 2 to 3 minutes or until cheese is melted and golden.

Soups:

Hamburger Soup

1 lb	lean ground beef	.45 kg
1	can (28oz/798mL) tomatoes	1
1	can (19oz/540mL) kidney beans	1
1	can (10oz/284mL) condensed tomato soup	1
5 cups	water	1.25 L
1	medium onion, chopped	1
1	carrot, chopped	1
½ cup	chopped celery	125 ml
½ cup	sliced mushrooms	125 ml
1 tsp	Worcestershire sauce	5 ml
¼ tsp	hot pepper sauce	2 ml
¼ tsp	freshly ground pepper	2 ml
2	small zucchini, chopped	2
	salt to taste	

1. In a large stockpot on medium heat, brown beef until crumbly; drain fat. Add tomatoes, kidney beans, tomato soup, water, onion, carrot, celery, mushrooms and seasonings. Bring to a boil. Reduce heat, and simmer covered for about 35 minutes. Add zucchini. Simmer 10 minutes longer.

Beef Barley Soup

3 ½ cups	water	875 ml
¾ cup	tomato sauce	175 ml
¾ cup	dried soup mix (lentils, split peas, barley)	175 ml
1	beef bouillon cube	1
1	medium carrot, diced	1
1	medium potato, diced	1
2 tsp	dried basil	10 ml
½ tsp	salt	2 ml
¼ tsp	freshly ground pepper	1 ml
½ cup	cubed cooked lean beef	125 ml

1. In a large stockpot, combine water, tomato sauce, dried soup mix, bouillon cube, carrot, potato, and seasonings. Bring to a boil. Reduce heat and simmer, covered, for about 1 hour. Add beef. Cook 30 minutes longer.

Manitoba Vegetable Soup

4 cups	water	1 L
1	beef bouillon cube	1
1 cup	chopped potato	250 ml
1 cup	chopped carrot	250 ml
1 cup	chopped turnip	250 ml
1/3 cup	chopped onion	75 ml
1/3 cup	chopped celery	75 ml
1	can (14oz/398mL) tomatoes	1
1	can (14oz/398mL) kidney beans	1
½ tsp	dried oregano	2 ml
½ tsp	garlic powder	2 ml
½ tsp	paprika	2 ml
	Salt and pepper to taste	
½ cup	cut-up green beans	125 ml

1. In a large stockpot, combine water, bouillon cube, potato, carrot, turnip, celery, onion, tomatoes, kidney beans, and seasonings. Bring to a boil, reduce heat, cover, and simmer for about 1 hour. Add green beans during last 10 minutes of cooking.



Main Dishes:

Flank Steak Stir-Fry

1 lb	flank steak	.45 kg
¼ cup	soy sauce	50 ml
1 tbsp	water	15 ml
2 tsp	cornstarch	10 ml
1 tsp	dry sherry	5 ml
1	clove garlic, minced	1
1 tbsp	vegetable oil	15 ml
2 ½ cups	cubed green bell pepper	625 ml
2	large tomatoes cut into wedges	2
¼ tsp	black pepper	1 ml

2. Trim steak and thinly slice across the grain; cut into bite size pieces. In a medium bowl, combine soy sauce, water, cornstarch, sherry and garlic. Stir in steak and let stand for 10 minutes.
3. In a non-stick skillet, heat oil over medium heat; cook green peppers, stirring, until almost tender. Add beef; cook to desired doneness, about 2 minutes. Stir in tomatoes and pepper; cook until heated through.

Grilled Chicken with Stir-Fried Vegetables

- Preheat barbeque or broiler

4	boneless skinless chicken breasts	4
1	lime	1
1 tsp	soy sauce	5 ml
4	stalks celery	4
1	each medium red and green bell peppers	1
1	large onion	1
1	medium carrot	1
1 ½ tsp	each ground cumin and chilli powder	7 ml
1 tsp	lemon pepper	5 ml
½ cup	chicken broth	125 ml

1. Using meat mallet, pound chicken between plastic wrap to 3/8-inch thickness. Place chicken in glass dish; squeeze lime juice over all. Coat with soy sauce.
2. Cut celery on angle 1/8 inch thick and 2 inches long. Cut red and green bell peppers and onion into long thin strips. Using peeler, peel carrot into long thin strips. Combine vegetables with cumin, chilli powder and lemon pepper. Set aside.
3. Broil or barbeque chicken until no longer pink, 4 to 5 minutes per side.
4. Meanwhile, in a large non-stick skillet sprayed with non stick cooking spray, cook vegetables, stirring, until hot. Stir in chicken broth; cook until vegetables are tender, about 8 minutes. Serve over chicken.

Honey Dijon Chicken

- Preheat oven to 350oF (180oC)
- Baking sheet, greased.

2 tbsp	all-purpose flour	30 ml
¼ tsp	each salt and black pepper	1 ml
4	boneless skinless chicken breasts	4
2 tbsp	liquid honey	30 ml
2 tbsp	Dijon mustard	30 ml
1 tbsp	olive oil	15 ml

1. On a piece of waxed paper, combine flour, salt and pepper; coat chicken with mixture. In a small dish, combine honey and mustard; set aside.
2. In a skillet, heat oil over medium-high heat; quickly brown chicken on both sides. Place on greased baking sheet; spread with honey mixture. Bake in preheated oven for 10 to 15 minutes or until chicken is no longer pink inside.

Easy Scalloped Potatoes

- Preheat oven to 325oF (160oC)
- 13- by 9-inch baking dish, greased

1	can (10oz/285mL) condensed cream of celery soup	1
1 ¼ cups	milk (1 full soup can)	300 ml
½ cup	sliced onion	125 ml
3 cups	potatoes, cut into ¼ inch thick slices	750 ml
½ cup	shredded cheddar cheese	125 ml
	Black pepper and Paprika to taste	

1. In a large bowl, stir together soup, milk, onion and potatoes. Pour into prepared baking dish; sprinkle with cheese. Season with pepper and paprika to taste. Bake in preheated oven for 65 to 75 minutes or until potatoes are tender.



Desserts:

Fresh Fruit with Yoghurt Dressing

1 cup	lower-fat plain yoghurt	250 ml
1 tbsp	liquid honey	15 ml
1 tbsp	freshly squeezed orange juice	15 ml
4 cups	cubed assorted fresh fruits	1 L
	Shredded coconut	



2. Stir together yoghurt, honey and orange juice. Place fruit in a large bowl; pour yoghurt mixture over fruit. Refrigerate until serving time. Sprinkle with coconut.

Lemon Sherbet

- 8 small custard cups

½ cup	granulated sugar	125 ml
1/3 cup	lemon juice	75 ml
2 tsp	grated lemon zest	10 ml
2	eggs, separated	2
2/3 cup	skim-milk powder	175 ml
2/3 cup	cold water	175 ml

1. Whisk together sugar, lemon juice, zest and egg yolks; set aside.
2. With an electric mixer, beat egg whites, skim-milk powder and water on high speed for 3 to 5 minutes or until stiff peaks form. Fold in lemon mixture. Pour into 8 small custard cups; cover and freeze for about 3 hours or until firm. Transfer from freezer to refrigerator about 15 minutes before serving.



Lazy Daisy Cake

- Preheat oven to 350oF (180oC)
- 8-inch round baking pan, lightly greased

2	eggs	2
1 cup	granulated sugar	250 ml
1 tsp	vanilla	5 ml
1 cup	all-purpose flour	250 ml
1 tsp	baking powder	5 ml
Pinch	salt	Pinch
½ cup	2% milk	125 ml
2 tsp	butter or margarine	10 ml

1. In a medium bowl, beat together eggs, sugar and vanilla until light and fluffy.
2. Combine flour, baking powder and salt; set aside.
3. Scald milk; stir in butter until melted. Add to egg mixture alternately with flour mixture, beginning and ending with flour. Pour batter into lightly greased or non-stick 8-inch round baking pan. Bake in preheated oven for about 35 minutes or until tester inserted in centre comes out clean. Let cool on wire rack for about 10 minutes before removing from pan.

Fruit Crisp

- Use your favourite fruit (apples, peaches, strawberries, blueberries) or try a combination.
- Use either canned or fresh fruit.

3 cups	sliced fruit	750 ml
1 to 2 tbsp	white sugar	15 to 30 ml
½ tsp	cinnamon (optional)	2 ml
½ cup	rolled oats	125 ml
½ cup	brown sugar	125 ml
¼ cup	all-purpose flour	50 ml
¼ cup	margarine	50 ml

1. Lightly grease an 8- or 9-inch square baking dish. Drain canned fruit or wash, peel or slice fresh fruit as appropriate. Spread in a baking dish; sprinkle with granulated sugar, and cinnamon (if using).
2. In a bowl, combine rolled oats, brown sugar, and flour. Cut in margarine until mixture resembles coarse crumbs. Sprinkle over fruit.
3. Bake at 350oF (180oC) for 30 to 35 minutes or until fruit is bubbly and tender and topping is browned.
4. Makes 4 to 6 servings.

Banana Bread

- Preheat oven to 350oF (180oC).
- 9- by 5-inch loaf pan, greased.

1 ¼ cup	all-purpose flour	300 ml
1 tsp	baking soda	5 ml
½ tsp	baking powder	2 ml
¾ cup	granulated sugar	175 ml
1	egg	1
1	egg white	1
¼ cup	lower-fat plain yoghurt	50 ml
¼ cup	vegetable oil	50 ml
1 tsp	vanilla	5 ml
1 cup	mashed ripe bananas (about 2 to 3 medium bananas)	250 ml

1. In a bowl, sift together flour, baking soda and baking powder. Set aside.
2. In a large mixing bowl, blend sugar, egg, egg white, yogurt, oil and vanilla. Blend in bananas. Add dry ingredients; mix until just combined. Pour batter into prepared pan. Bake in preheated oven for 1 hour or until a tester inserted in center of loaf comes out clean.



LIVING STRATEGIES

This part of the Youth Living Plan is devoted to providing information that is involved in looking for an apartment; what to look for, what to ask, and what you should do when you have found a place you like. As well, in this section there is a part on money management, which outlines points on budgeting and establishing credit. These two sections could go hand-in-hand since you will have to start to manage your money appropriately when you decide to rent a new place to live. You may already have your own money managing techniques that work for you. However, you may find this additional information useful.



Physical Needs of a Home

When considering buying or renting a place to live, you should first consider these needs so you can look for them when you are looking at apartments or houses.

- Space for possessions
- Space for activities
- Comfort
- Safety
- Energy
- Cleanliness

Apartment Hunting

Questions to Ask when Looking for a Place to Live: (Bendall, 2000)

Where will I live?

- Location – Look for a place close to where you will be working, going to school, etc.
- Facilities – Look in an area that offers you the facilities and life style that you desire.

What kind of place will I live in?

- Examples of types of housing: Single-family houses, townhouses, duplex or triplex, apartment building, mobile home
- Decide whether you will RENT or BUY.
- Decide what size of apartment, house, etc. you want.

How much can I afford?

- Trade-offs: Will you spend a little more money for a better location, or will you walk a few extra blocks to the bus stop for a little less rent?

Do I want a roommate?

- Having a roommate(s) is cheaper than living on your own, but finding the right roommate(s) can be difficult, and having a roommate can cause other problems such as:
 - Dividing chores
 - What bills are going to be under whose name
 - Different lifestyles, e.g. partier vs. quite person.

Ten Tips Every Tenant Should Know:

1. “The best way to win over a prospective landlord is to be prepared.”
 - a. Completed rental application
 - b. References (from former landlords, employees, friends, etc.)
 - c. Credit report
2. Be sure to read very carefully the entire agreement before you sign any papers.
3. Get everything in writing to avoid disagreements with the landlord. Keep a record of all correspondence with the landlord for future reference.
4. Protect your privacy rights. Become aware and know what you are entitled to for privacy rights.
5. Get an understanding of your rights as far as living in a well-kept or “habitable” place.
6. Stay in touch with your landlord and keep communication lines open so if a problem arises you can talk about with him/her.
7. Buy some rental insurance so all of your belongings will be covered in the case of theft or damage.
8. Understand where your security deposit goes and if it is to be refunded. Be sure this is written clearly in the lease agreement.
9. Do some research on the neighbourhood to make sure it is a safe place to live. Also, introduce yourself to your neighbours and ask them a few questions about the safety living in that area.
10. Familiarize yourself with the laws regarding eviction and when you can and can not fight an eviction notice.

For Tips 4, 5, and 10, Take a look at The Landlord and Tenants Act.

<http://www.gov.pe.ca/law/statutes/pdf/l-04.pdf>

Table 2: Apartment Hunting

Mistakes To Avoid	Ask Your Landlord	Ask Other Tenants
Noise Problems	What are the rules governing tenant noise, and how are they enforced?	Have you been bothered by noise from trains, planes, dogs, or neighbours?
Poor Condition Unfinished Repairs	See the actual apartment, not a "similar apartment." If the landlord agrees that something requires refurbishing, get a written commitment as part of the lease, rather than relying on verbal assurances.	When something breaks, how responsive is the landlord about fixing it?
Parking Shortage	Is there a designated parking place with the apartment? How much do additional parking places cost?	Are you always able to find parking for yourself? Are guests able to find parking?
Transportation Issues	Where is the nearest mass transit?	Is snow removal prompt after a storm?
Computer Connection Problems	Where are electrical outlets and phone jacks located?	Are high-speed Internet connections available in this location?
Laundry Hassles	Where in the building are washers and dryers?	If tenants share laundry facilities, are they usually available?
Surprise Expenses	Who is responsible for paying for electricity, heat, Cable TV, and water?	Have you been surprised by any hidden expenses? Have rent increases been reasonable?
Fire or Theft Losses	What security features and fire protection features do you have?	Is the main entrance always locked securely? Have you found a good renter's insurance policy?

Guide to Apartment Shopping:

BEFORE:

- Make a list of what you are looking for.
 - E.g. hardwood floors, dishwasher, etc.
- Be prepared.
 - Have references and credit check ready and call your references to let them know prospective landlords will be calling them.

DURING:

- Always look at the unit you are specifically interested in and look at it during the day.
- Take your time during the walk-through and look carefully at everything. If there are marks or damages already, make a list and get the landlord to sign it so he/she knows they were there before you moved in.
- Flush the toilet to make sure it works!
- Ask questions!
- Introduce yourself to the neighbours and ask questions.
- Take measurements so you know if your furniture will fit or not.
- Visit as many places as you can so you become familiar with what is out there, so you do not settle for something you don't really like.

AFTER:

- Read the lease agreement carefully and ask questions before you sign any papers!

When you finally get your first apartment you have to be prepared for the costs that come with it. The following are a list of costs that you will have to be ready to pay:

- A security deposit, which is usually equivalent to one month's rent.
- Rent – expect to pay approximately \$500 min per month
 - Check to see if heat and electricity (utilities) are included in the rent!
- Groceries – expect to pay around \$80 per month, and don't forget about paper towels, toilet paper, cleaning, and laundry supplies.
- At the beginning you may have to purchase pots, pans, dishes, vacuum, etc.
- Electric, telephone and cable expenses. You may want to call the companies to have these hooked up the day you move in.
- Laundry, parking, outside storage, and renter's insurance are other expenses you will have to pay.

Money Management

Developing a Spending Plan: (per month)

- Write down the amount of income you will receive and when you will get it. E.g. Weekly part-time job - \$100 every Friday or Student loan payment - \$2000 twice a year
- Separate expenses into fixed and flexible categories.
E.g.

Table 3: Budget for 1 Month

Fixed	Flexible	Cost
Rent		\$300
Bills (Phone, Internet, Cable)		\$100
Groceries (Including necessities)		\$80
	Movie money	\$25
	Going out to eat money	\$15

- Total expenses and divide them by the number of pay checks you will receive.
- Keep money for expenses in a reserve account, to try and avoid living pay check to pay check.
- Review the spending plan at the end of each pay period so you know exactly where your money is going.

Guidelines for Improved Spending:

- Do not buy on impulse.
- Compare the items you want to buy at different stores so you can get the best deal.
- Pay cash.
- Hold off until sales are on.
- Read advertisements and labels carefully.
- Make a list and stick to it for groceries and household items.
- Go shopping alone.
- Buy no-name brands when cheaper and practical.
- Keep records.

Places that sell Furniture at Affordable Prices: (Bendall, 2000)

- Garage and yard sales in the neighborhood (Friends and family too!)
- Salvation army
- Surplus stores
- Store clearance or going out of business sales
- Newspaper adds, online shopping, and the Buy, Sell and Trade

How to get Credit History

DO:

- Open a bank account and use it responsibly.
- Co-sign: If you can get someone who already has good credit history to co-sign (a loan or a credit card) then that will help you. Pay the bill on time so you don't create bad history for you and the person who was willing to co-sign.
- Apply for a Credit Card: ONLY if you can meet the requirements. Have a spending limit put in place to avoid overspending.
- Have some services put in your name (ie. Phone, electric, etc.)
- REMEMBER do not try to get credit history in many different ways in a short period of time, or the lenders will not look at that as GOOD history.
- Conceal your PIN (personal identification number) when using debit or bank machines.

DON'T:

- Don't overdraw from your bank account because you will be charged fees and it won't help your credit rating.
- Don't forget (or just decide not) to pay your bills.
- Don't let others use your debit or credit cards.
- Don't forget to change bills that are in your name if you are moving.
- Don't forget to account for recurring charges on your bills or from your accounts, for service charges.

WHEN APPLYING FOR A CREDIT CARD, YOU:

- MUST have a Social Insurance Number (SIN).
- Should only apply at companies that are considered to be reputable.
- Should apply in person.
- Should follow up with the application, if you have not heard anything within two weeks.
- Should continue to follow up, if necessary.





HOUSEHOLD CLEANING

This section looks at different daily tasks that you may be familiar with, or not, as your parents, or someone else, may have done them for you in the past. These tasks include chores, such as laundry and cleaning.

Laundry Tips (Simply Living, 2003)

- Always check the labels on the clothing before washing. The label will tell you if it should be dry-cleaned or not, whether it can go in the dryer or not, and what temperature and wash cycle to use.
- Sort clothes by colour: darks, colours, and whites/lights.
- If some items are very heavily soiled, wash them separate from lightly soiled items.
- Wash towels and flannel sheets separate from clothes because of the lint they produce.
- Let the washer fill with some water, then add detergent and let it dissolve in the water before you put the clothes in. This will reduce the soap spots on the clothing.
- Cold water helps prevent running of colours from the clothes.
- Always check the pockets of clothing before putting them in the washer.
- Close zippers buttons and hooks as this helps clothes keep their shape. Turn shirts and pants inside out to help reduce colour fading..



Stain Removal (Foster, Hogan, Herring & Giesecking-Williams, 1985; Bendall, 2000)

- Berries
 - Soak in vinegar.
 - Soak the stained cloth in milk.
 - Pour boiling water from a height of three feet onto taut fabric.
- Blood
 - Wipe with hydrogen peroxide.
 - Soak in lukewarm water and detergent. If yellow stain remains, apply bleach and rinse well.
 - Make a paste of cornstarch and water and rub on it.
- Butter
 - Make a paste of washing soda and water and rub on it.
- Chewing Gum
 - Place clothing in freezer, or freeze the gum with ice cubes and then pull off the gum.
 - Rub full strength vinegar onto the gum.
- Chocolate
 - Wipe with hydrogen peroxide.
 - Rub with any vegetable oil.
 - Rinse in lukewarm water. If brown stain remains, apply bleach.
- Coffee and Tea
 - Soak in a full strength vinegar solution.
 - Immediately soak in soap and warm water, or soda water
 - Pour soda water on stain and then rinse.
- Crayons
 - Rub with toothpaste.
 - Make a paste of washing soda and water. Rub onto the stains until they are gone.
- Egg
 - Wash in cold water.
- Food
 - Rinse with club soda.
- Fruit and Juices
 - Same as for BERRIES.
- Grass
 - Soak in vinegar.
 - Work detergent into stain, then rinse. Or, if safe for fabric, sponge stain with alcohol. For use on acetate, dilute alcohol with two parts water.
- Grease
 - Rub with bread.
 - Absorb with cornmeal and wipe off.
 - Cover with cornstarch, rub in, and wipe off.
 - Rub with a dry bar of soap.
 - Cover the grease with salt, rub in, and wipe off.

- Ink
 - Soak stain in lemon juice.
 - Sponge with rubbing alcohol. Rub any remaining stain with soap or a detergent, then wash.
 - Make a milk, vinegar, and cornstarch solution and soak the stain.
- Lipstick
 - Rub with white toothpaste.
 - Rub with a paste of washing soda and water.
- Mustard
 - Rub with vegetable glycerine.
- Nail Polish
 - Rub with alcohol.
- Paint
 - Soak in milk.
 - Soak in hot vinegar.
 - Soak in water and washing soda.
 - Rub detergent into stain and wash. If stain is only partially removed, sponge with turpentine.
- Rust
 - Wash with lemon juice.
 - Make a paste of lemon juice and salt; rub on rust stains.
 - Rub with tomatoes.
 - Rub with cooked, cooled rhubarb and then wash off.
- Tomato Sauce
 - Deal with it right away. Use soda water to stop the stain from setting.
- Wax
 - Rub with a paste of washing soda and water.
 - Harden by rubbing with an ice cube, then scrape off with a blunt knife or your fingernail.
- Wine
 - See BERRIES
 - Pour soda water on the stain immediately. Sprinkling salt on the stain also helps. This works for the carpet and tablecloth too.

For more tips on Stain removal check out these websites:
http://members.tripod.com/~Barefoot_Lass/index-2.html
<http://www.fabrilink.com/holidaystain.html>



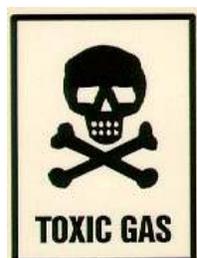
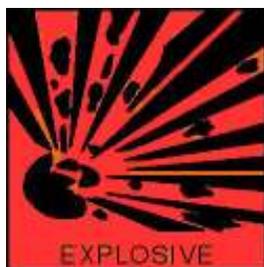
Household Cleaning Tips

- Mats inside and outside the door will keep out much of the dirt that you would normally sweep and vacuum.
- Keeping your knick-knacks in an enclosed space means you will only have to dust the case and not all of the knick-knacks.
- Compete with yourself to do the cleaning in a faster time than you did before.
- Eliminate doing little things that are not necessary, such as folding your underwear.
- If you have roommates, make sure everyone has a task to do.
- Make it social by helping others do things, like cleaning windows, and then have him/her help you.
- Cleaning with the radio or your favourite CD on can make the time go by faster.
- You should “spring clean” twice a year. Once in the spring and once in the fall.
- And remember, many hands makes light work!

Cleaning Cautions:

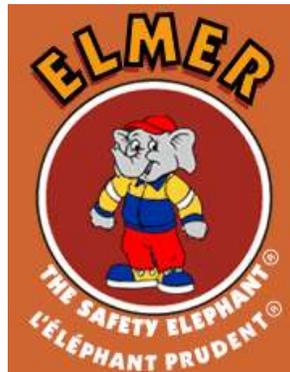
Some supplies can be quite harmful if not used properly.

- Oven and Drain Cleaners – can cause sever skin and eye damage
- Wall/floor cleaners – TOXIC; can cause liver and kidney lesions
- Furniture/shoe polishes – Breathing or drinking of these can be fatal
- Disinfectants – TOXIC and CORROSIVE
- Learn what different signs on cleaning and household products mean



SAFETY PRECAUTIONS

Safety around the home is a major concern and it is very important that you are aware of all of the potential hazards that exist in the home. In every room of your house or apartment there are precautions you can be taking to ensure that you are doing your best to prevent injury or harm from occurring. Please read this section very carefully so you can learn how to better protect your belongings, yourself, and others from being harmed. Visit www.safecanada.ca and/or www.safety-council.org for more detailed information on safety in and outside of the home.



Home Safety

Appliances:

- Be sure to read the label before using electrical appliances.
- Follow the instructions to ensure the most efficient and safest use of the equipment.
- Never try to fix or adjust the appliances while they are plugged in.
- If a circuit or fuse blows while using an appliance, try it in another outlet, and if that works get the first one fixed. If it doesn't work then get the appliance checked out.
- Be sure to keep electrical appliances away from water.

Electrical Cords:

- Be sure there are no worn or torn spots in your electrical cords. If there are bare wires showing anywhere at anytime, CHANGE the cord.
- When using extension cords do not put several together to reach a location; these will become dangerous.
- Do not overload the outlets with too many extension cords and multiple outlet additions.
- Do not run electrical cords under carpets or cloth. They could overheat and start a fire.
- Make sure there is no water around outlets and electrical cords.



Poisons and Hazardous Materials:

- Keep all poisonous materials clearly marked and separated from other household items, especially food and cosmetics.
- Always put these materials in a place that children cannot reach.
- Before you throw out any of these materials, be sure to check with a poison control centre for proper disposal methods.

Fires:

- Fire needs oxygen to burn, so when extinguishing a fire you are starving the fire of oxygen. Thus, do not try to put a fire out by blowing on it; sometimes this just makes it bigger.
- Buy an all-purpose fire extinguisher and keep it in a convenient place.
- For grease fires you can use baking soda to help put it out. Keep a box of baking soda in a handy spot, but not over the stove.
- For a stove fire put a lid or pot on it.

- If a towel or potholder catches fire put it in the kitchen sink and put a cover or lid on it, and then pour cold water on it.
- NEVER put water on a grease or electrical fire.
- ALWAYS call the fire department when you encounter a fire that is beyond your control.
- When there is a fire, the main thing is to get yourself out right away. DO NOT stop to gather your belongings, these things can be replaced; you can't!
- Smoke rises, so if there is a fire in your house or building, try to stay as close to the floor as possible to get oxygen.

A checklist:

Kitchen:

- ❑ Always cut AWAY from yourself.
- ❑ Always use a cutting board.
- ❑ Do not try to catch a falling knife.
- ❑ Do not use knives to try and open jars.
- ❑ Store knives in a drawer separate from the flatware.
- ❑ Store knives with the points down.
- ❑ When using the stove, do not wear loose fitting clothing.
- ❑ Use potholders, instead of towels, when moving hot pots and pans.
- ❑ Turn handles, from pots and pans, inside so you or others (children) do not knock over or grab the hot dish.
- ❑ If a GREASE FIRE starts in pan, turn off the burner and cover the pan. Do not move it anywhere.
- ❑ If a GREASE FIRE starts in the oven, close the door and turn off the heat.
- ❑ When removing bread from the toaster, do not use a fork or knife or any metal utensil to get it out.
- ❑ Always unplug the toaster before trying to get jammed bread out of it.

Living Room:

- ❑ Keep rugs and mats smooth so people do not trip on them.
- ❑ Keep halls and lanes of traffic clear of clutter so people can walk through them freely.
- ❑ Place magazines, newspapers, and books on tables or in racks.
- ❑ Have light switches near doors, so they are easily accessible.
- ❑ Make sure your furniture is stable; remove or fix pieces that have wobbly legs.
- ❑ Have large open shades on lamps so the heat escapes from the top and does not cause damage to the lamp.
- ❑ When electrical cords first appear to be wearing out, replace them immediately, before they deteriorate and cause a fire.
- ❑ Televisions have an opening for ventilation; this should not be placed hard up to a wall or covered, or it could overheat and start a fire.

Bathroom:

- ❑ Do not use electrical appliances in the bathroom, unless you are certain they DO NOT have a chance of being near or falling into water.
- ❑ Have grab bars securely installed in the shower
- ❑ Place a non-slip mat on the floor of the shower or bathtub to help prevent falls.
- ❑ Open windows or turn on the fan when bathing or showering to prevent the walls from getting and staying damp. This can cause mold build up.
- ❑ Place clothes hooks above eye level to avoid eye injuries.
- ❑ Bedroom:
- ❑ Keep walkways clear of clutter to avoid tripping or falling.
- ❑ Have a light switch at the door.
- ❑ Have a bedside light, and also keep a flashlight by the bed in case of a power outage.
- ❑ Keep bedroom doors closed at night; it can slow a fire and keep lethal gases and smoke from reaching you.

Safety IN and OUT of the Home (Bendall, 2000; Simply Living, 2003)

- Install a deadbolt lock on your door.
 - Landlord's responsibility
- Install a peephole at a height appropriate for you.
 - Landlord's responsibility
 - Never answer the door if you are unsure of who is there.
 - If it is a professional technician, ask to see their ID and if you are still suspicious call the company.
- Use safety bars on your windows to prevent intruders from sliding them open from the outside.
- Think about installing an alarm system.
 - Landlord's responsibility
- Install a smoke detector on every floor of your home; especially in high-risk areas such as the kitchen, and be sure to put one outside of your bedroom.
 - Change the batteries in all smoke detectors at least TWICE a year.
 - Landlord's responsibility
- Have at least one fire extinguisher in your home, and in a place that is easily accessible.
 - Landlord's responsibility
- Learn an appropriate fire escape route as soon as you move into your new home.
- Keep a list of important phone numbers directly beside your phone in case of an emergency or an uncomfortable situation.
- If you have an answering machine, on the message say "WE cannot come to the phone..." even if you live alone.
- Never give out your phone number or address, UNLESS you are certain it is safe!
- Always carry some type of identification with you at all times.
- Carry a cell phone with you, if possible.



Guidelines for Safe Living

- Take a self-defence course.
- Always be aware of what is going on around you.
- Always think of possible dangers before you act.
- Present yourself as a strong, confident individual. If you look like a victim, you will be a victim.
- Trust your own instincts.



Medical Care/Precautions

- Store medicine in a cool, dry place and ALWAYS keep out of reach of children.
- What you should have in your medicine cabinet:
 - An assortment of different sized bandages for scrapes and cuts.
 - Adhesive tape and gauze for larger cuts. Adhesive tape will hold gauze in place
 - Scissors to cut bandages, gauze, or tape
 - Triangle bandage for a sling
 - Safety pins, and tweezers (for pulling out splinters)
 - Hydrogen peroxide for putting on cuts or scrapes to clean them out
 - Antibiotic cream
 - Elastic bandages
 - Cough drops
 - Upset stomach remedies
 - Basic pain killers
 - Cold, cough, and allergy remedies
- Try to take a First Aid course, if you haven't already, so you will be prepared if an accident/emergency should occur.
- If an emergency should occur, and you do not have First Aid, follow the following steps:
 - Injury
 - Never move the person who has been seriously injured, unless it will save his/her life.
 - Call 911 immediately and stay with the person for support; continually talk to him/her and put a blanket or something for warmth on them.
 - If the injury is not AS serious help the person get to a hospital or doctor.
 - If the injured person has stopped breathing give mouth-to-mouth resuscitation (if you know how).
 - Poison
 - Call the local Poison Control Centre
 - Find out what the poisoned person consumed.
 - Follow the directions on the label for "What to do if consumed."
 - Keep the container with you until you get help so the doctor can see what it was they consumed.

- Bleeding
 - RED – Rest, Elevation, Direct Pressure
 - Watch for signs of shock and keep the person warm, quiet, and conscious
 - Pale, cold, and clammy skin
 - Rapid pulse, then weakens
 - Faintness and dizziness
 - Thirst and nausea
 - Shallow breathing; gasping for air
 - Restlessness and apprehension
- Burns
 - Get medical help immediately.
 - For burns where the skin is not broken, submerge under COLD WATER.
 - For severe burns, remove clothing around burn, but DO NOT break open any blisters; DO NOT try to clean the burn or apply any creams or antiseptics. Submerge under COLD WATER.
- Choking
 - When someone is coughing, and then they stop coughing and CAN NOT talk, send for HELP.
 - Wrap your arms around the person choking, from behind, place one fist, thumb side in, on the abdomen below the rib cage and just above the navel. Grab hold of the fist with your other hand, and pull IN and UP quickly, four times.
 - Repeat this process until the article is dislodged.
 - Make a sweep of the mouth to remove any other items that may have come up.

Important Phone Numbers

Table 4: Emergency Phone Numbers

POLICE	911
FIRE DEPARTMENT	911
AMBULANCE	911
POISON CONTROL	1-800-565-8161
NEIGHBORS	
FAMILY	

In an Emergency

- Remain calm and don't panic.
- Call 911 for all emergencies.
- Clearly communicate the nature of the problem. State whether the victim needs medical help and if they are conscious or not.
- Follow the dispatcher's instructions; he/she may stay on the line with you until the help arrives.
- Send someone to the street to flag down the emergency vehicles when they arrive.
- If you suspect a fire in the building, never take the elevator. If you start down the stairs and see smoke coming up, go back to your apartment.
- If you do stay in your apartment, keep the door closed but not locked. Put a wet towel at the bottom of the door.
- Never go back into the building once you are out safely. Do not stop to gather your belongings before you leave the apartment.



TRAINING & EDUCATION

This section of the Plan focuses on career planning, industries where you can work, workplace ethics, building a resume and cover letter, and tips for an interview. This section is meant to help you to get a job, and has important information that may help you find your place in a career. Please read the information carefully so you can put forward your best effort when applying for a job. First impressions are very important when job hunting, so it is essential that you know how to give a good one!



10 Steps to Career Planning

- 1.Values
- 3.Skills
- 4.Creativity
- 5.Curiosity
- 6.Sociability
- 7.Teach – Know How
- 8.Leadership
- 9.Interests
- 10.Research
- 11.Action Planning

Skills for Planning a Career

1. Foundation Skills: (required by all workers in the high-performance workplace)
 - a. Reading, Writing, Mathematics, Speaking, Listening
 - b. Creative Thinking, Problem-Solving Skills, Decision Making Skills, Visualization
 - c. Social, Negotiation, Leadership, Teamwork, Cultural Diversity
 - d. Self-Esteem, Self-Management, Responsibility
2. Marketable Skills
 - a. Those that an employer will pay you to perform.
 - b. All Foundation Skills
 - c. Learning a new skill unique to your company that other companies do not use.
3. Transferable Skills
 - a. Skills you can transfer from one occupation to another.
 - b. They enable you to work in a variety of occupations.
4. Motivated Skills
 - a. Those you enjoy using.
5. Learn NEW skills!!

The Workplace: Industries you can Choose From

- Trade- Agriculture, Mining, and Construction
- Manufacturing
- Transportation and Utilities
- Information
- Finance Activities
- Professional and Business Services
- Education and Health Services
- Leisure and Hospitality
- Government

Work Ethics

Work Ethics: Be sure you have and use these characteristics in a positive way to ensure that you are taking part in developing an effective workforce.

- Attendance (Punctuality)
- Character
- Teamwork
- Appearance
- Attitude
- Productivity
- Organizational Skills
- Communication
- Cooperation
- Respect



Work Ethic – a cultural norm that advocates being personally accountable and responsible for the work that one does and is based on a belief that work has intrinsic value

Characteristics of Work Ethic – interpersonal skills, initiative, being dependable

Interpersonal Skills – include the habits, attitudes, manners, appearance, and behaviours we use when around other people; they affect how we get along with other people. Interpersonal skills start to be acquired early in life, and are influenced by several people including family, friends, and by observing the world around us.

Initiative – includes being able to work on your own and come up with projects to do and ideas to work on without being constantly supervised by an employer. This is very important because in today's workforce a lot of the jobs available do not include direct supervision, thus initiative is a requirement to be successful in the work place.

Being Dependable – includes honesty, reliable, and being on time. This is probably one of the most important work ethic traits because everything in the workforce is based on being dependable. If you are dishonest, unreliable, and never get to work on time then you will be very expensive to keep around, thus you will more then likely lose your position.

Places That can Help you Find a Job (Bendall, 2000)

Canada Employment Centres, bulletin boards, Job Fairs and trade shows, career counselling agencies, job clubs, and the Internet are all different places that can help you look for work.

How to Write a Resume

Formats: (Resume 101, 2006)

Chronological Format

Chronological resumes focus on the history of your experience in reversed chronological order. You may start with an objective, and then list your education and work experience. List your duties for each job experience so your potential employer knows exactly what skills you have. Other information you can include to improve on the basics is a chronological list of volunteer experience, extracurricular activities, and awards received.

Functional Format

A functional resume focuses on relevant experience, skills, and information clusters as opposed to ordered work experience. This format is not as highly regarded as the chronological format. However, it has advantages of eliminating unnecessary information such as job descriptions and duties when they are not relevant to the position you are applying for.

Combination Format

Combination format utilizes the best of the chronological and functional formats to make a resume that is concise and efficient.

Examples:

Example Chronological

First and Last Name
Street Address
City, Province Postal Code
(718) XXX-XXXX
E-mail: xxxxxx

Objective

An entry-level position in an organization that will utilize educational and work experience, eventually leading to supervisory and managerial functions.

Strengths

Good presentation skills. Knowledge of financial analysis.

Education

Queens College of the City University of New York

Degree: Bachelor of Arts - Expected date of graduation - June XXXX

Major: Economics, G.P.A.: 3.80 in Economics

Worked 20 hours a week while going to college

Honors & Activities

Dean's List, Queens College (19XX)

Vice President, Omicron Delta Epsilon - Economics Honor Society (19XX-XX)

Research Assistant and Grader, Department of Economics (19XX-XX)

Computer Skills

Working knowledge of WordPerfect, dBase III+, Fortran

Work Experience

June 1997-Present

Winco Industrial Inc., New York, NY. *Part-time* Sales Clerk

Prepare and record cash receipts and deposits.

Maintain frequent customer contact.

Handle customer inquiries and billings.

July 1995-November 1996

Queens College, Flushing, NY. *Part-time* Student Aide

Handled record keeping and filing; assisted with data gathering in research projects.

Provided information to faculty and students on courses and programs.

June 1994-September 1994

Youth Horizons, Westchester, NY. Summer Counselor

Organized and coordinated recreational activities.

Handled cases and supervised purchases.

Trained junior campus counselors.

Developed skills in supervising recreational and educational programs.

Language

Fluent in French

References

Available upon request.

Example Functional

First and Last Name
Street Address
City, Province Postal Code
(718) XXX-XXXX
E-mail: xxxxxx

Job Objective

To secure a challenging entry-level position in Public Relations with possibilities to gain supervisory responsibilities.

Summary of Strengths

Six years of increasing responsibility and achievements in research analysis and extensive writing, plus in-depth knowledge of various computer applications.

Computer Skills

WordPerfect 6.1, Lotus 1-2-3, Microsoft Word, BASIC language

Experience Related to Job Objective

Program Development

Developed proposal for a study in information dissemination on campus for the Student Association.
Prepared progress reports and background material.

Writing and Communication

Compiled and published reports on research findings.
Contributed articles to student newspaper.
Edited a professional association publication; used computer extensively.
Carried out research and fact-finding projects.
Acquired desktop publishing experience.

Organization and Management

Evaluated performance of subordinate employees.
Maintained and updated records of employee attendance.
Offered counseling to reduce absenteeism.
Supervised work of service operations for safety standards.

Employment History

Research Institute Inc., New York, NY, 19XX-19XX
G & G Company, Hartford, CT, 19XX-19XX

Education

Queens College of the City University of New York
Bachelor of Arts in Communication Arts and Sciences - Sept. XXXX
G.P.A. 3.1

References

Available upon request.

Example Combination

First and Last Name
Street Address
City, Province Postal Code
(718) XXX-XXXX
E-mail: xxxxxx

Objective

To work as a Consumer Research Assistant with the long-term possibility of a senior position.

Education

Queens College of the City University of New York
Bachelor of Arts - February XXXX
Major: Psychology

Summary of Strengths

Extensive experience in program planning and implementation using the computer. Wide range of administrative background acquired through hands-on experience.

Capabilities

Prepare outline for research project.
Develop questionnaires. Interview residents and write detailed reports.
Edit written material for accuracy of content.
Review literature on subject under study and prepare notes.
Carry out administrative tasks related to project.
Keep minutes in absence of supervisor.
Supervise and train junior staff.
Handle difficult human resource problems.

Achievements

Assisted in preparing draft report on market research.
Worked on releases and prepared announcements for new publication.
Won prize for essay on The Danger of Drug Abuse by Youth.
Maintained 3.2 G.P.A. while working part-time to pay for college education.

Work History

Research and Marketing Inc., New York, NY
Research Assistant - 19XX-Present

Forest Hills Democratic Club
Campaign Worker- 19XX-19XX

Campus Activities

Peer adviser, assistant editor of college paper

Hobbies

Reading, stamp collecting

References

Available upon request.

Ten Tips for Writing Better Resumes:

1. Use attractive formatting.
 - a. "Have a good balance of white space and text."
 - b. Get the reader's attention with "communicative titles and descriptions" instead of elaborate fonts and pictures.
2. Cover the basics
 - a. Contact information
 - b. Objective
 - c. Education
 - d. Work Experience
 - e. Awards and Achievements
 - f. Computer Skills
 - g. Other skills and activities
3. Be Concise and Communicate Relevant Information
 - a. Keep your descriptions short and to the point, but don't leave out important skills!
4. Use Action and Power Words
 - a. Use words that convey activity and be descriptive.
5. Be Familiar with the Information
 - a. Make sure you know what you are putting on your resume. Be able to explain and talk about anything you have written.
6. Be Consistent
 - a. Be consistent with your headings and the ways you start each point or phrase.
7. Don't Lie
 - a. You will get caught!
8. Be Buzzword Compliant
 - a. Be sure to include basic skills that are important for the job, IF you possess them.
9. Use Spell and Grammar Check
 - a. Mistakes are not an option!
10. Customize your Resume
 - a. Employers can tell when you are not adjusting your resume for the specific job and just sending a generic one. Prepare your resume with thought, for each job application.

Ten Pitfalls of a Resume:

1. Too Long
 - a. Keep your resume to one page; if need be get help from a business writer or a career professional
2. Typographical, Grammatical, or Spelling Errors
 - a. Errors such as these suggest carelessness, poor education, and lack of intelligence
3. Hard to Read
 - a. A poorly typed or written resume looks unprofessional.
4. Too Verbose
 - a. Using too many words to say too little.
 - b. Use point form whenever possible.
5. Too Sparse
 - a. Give more than the bare essentials so employers get the desired information.
6. Irrelevant Information
 - a. Customize each resume to each position you seek.
7. Obviously Generic
 - a. You want the employer to feel that you are interested in the position you are applying for, instead of making it seem that all you want is a job anywhere.
8. Too Snazzy
 - a. Use white paper with black ink, plain type, and leave out extra symbols.
9. Boring
 - a. Make your resume seem as dynamic as possible.
10. Too Modest
 - a. Make sure you state everything without misrepresentation, falsification, or arrogance.

Cover Letters

Cover letters are important as they allow for your resume to become more personalized for the job. They are also your chance to highlight the most important aspects of your resume. If you have any special training in a certain area or perhaps won an award in an area relevant to the job, this would be a good place to elaborate on it.

- Customize
 - Show that you know about the company what type of work they do and about the industry.
- Meet Their Needs
 - Explain what you can do for the employer; describe how you will be able to meet their needs. Use the same words they used in the job description.
- Actively Sell Yourself
 - Tell them why they should hire you. Emphasize the good qualities you have that will benefit you in that line of work
- Keep it Simple
 - While you want to sound professional, it is better that you write in your own words so you don't sounds like you copied from a book.

(JobStar, 2006)

- Letter Content
 - 1st paragraph – get the reader's attention by stating where and when you heard about this job opportunity.
 - 2nd paragraph – outline your qualifications for the position and focus on the most relevant aspects of your background.
 - 3rd paragraph – closing paragraph
 - Request a meeting or a personal interview
 - State that you will contact them to schedule a meeting
 - Explain how they can reach you
 - Thank them for taking the time to consider your application

Sample Cover Letter:

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, Province Postal Code

Dear Mr./Ms. Last Name:

I am interested in the assistant position advertised in *XXX*. I am currently employed as Legislative Director for Assemblywoman *XXXX*, Chairperson of the NYS Assembly *XXX*. I accepted this position because of the emphasis on the writing and research skills, which are applicable to your requirements for an author's assistant. My experience in the NYS Assembly has afforded me the opportunity to become familiar with the consolidated and unconsolidated laws of the State of New York.

I also have extensive experience in legal and policy research.

In my position as Legislative Director for Ms. *XXX*, I prepare her personal legislation, which deals with issues relative to her position as Senior Member of the NYS Assembly Standing Committee on *XXXX*. In as much as she is Chairperson of the *XXX* Committee I am, of course, heavily involved in the current welfare and medicaid reform movement.

In response to your search for a part-time assistant, I believe my experience in the Legislature, and my research and writing skills qualify me for consideration. If you would like, I can provide with current samples with my work.

To further acquaint you with the specifics of my background I am enclosing my resume. I hope you will consider me for this position. I look forward to meeting with you and discussing my qualifications in more detail.

Sincerely,

Your Signature

Your Typed Name

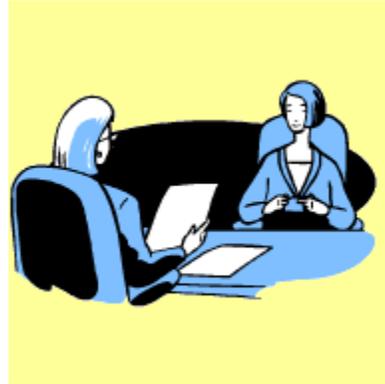
Interviews

Ten Rules of an Interview:

1. Keep your answers brief and concise.
 - a. Limit your answers to two to three minutes per question, unless asked to provide more detail.
2. Include concrete, quantifiable data.
 - a. When discussing your strengths include details about specific accomplishments, instead of just speaking in general terms.
3. Repeat your key strengths three times.
 - a. Confidently articulate your strengths and explain how they will benefit the company to reach their goals.
4. Prepare five or more success stories.
 - a. Make a list of your skills and assets, and then pick a few instances from past job experiences where those skills were used successfully.
5. Put yourself on their team.
 - a. Use the employer's name and products and services when you talk, however make sure you do not say anything negative or something that could offend the company.
6. Image is often as important as content.
 - a. The majority of the message conveyed to employers is non-verbal: gestures, physical appearance, and attire.
7. Ask questions.
 - a. If you ask "good" questions it shows you have done some preparation in advance.
 - b. Do not ask about benefits or salary.
8. Maintain a conversational flow.
 - a. Try not to "lecture" to the employers. Keep a dialogue going by asking and answering questions.
9. Research the company, product line, and competitors.
 - a. Doing research will help you know more about the company and it will allow you to decide if you really want to work for them or not.
10. Keep an interview journal.
 - a. As soon as you can, write a summary of what happened.

Factors Employers Consider in an Interview:

- Ability
- Character
- Loyalty
- Initiative
- Personality
- Communication Skills
- Acceptance
- Work Record
- Recommendations
- Outside Activities while in School
- Impressions made during the Interview



Interview Tips:

- Review Resume Key Points
 - Be prepared to provide details and expand on the points written in your resume.
- Dress for Success
 - Look the part of the position you are interviewing for.
- Do whatever it Takes to Arrive on Time
- Go Out of Your Way to be Polite
 - To everyone involved.
- Use a Firm Handshake
 - As well as direct eye contact and a friendly smile.
- Always Display Loyalty to Your Former Employer
 - Never say anything negative about them.
- Maintain a Positive Attitude
 - Believe in yourself!
- Always Follow-up
 - Send the interviewer a brief Thank-You note.
- Strategically Schedule your Interview Appointment
 - Try not to be the first person interviewed.

Good Questions to Ask:

- Please describe the duties of the job for me.
- Does your company encourage further education?
- Do you have plans for expansion?
- Have you cut staff in the last three years?
- How do you feel about creativity and individuality?
- Is your company environmentally conscious? In what ways?
- In what ways is a career with your company better than one with your competitors?
- Is this a new position or am I replacing someone?
- May I talk with the last person who held this position?
- What is the usual promotional time frame?
- What do you like best about your job/company?
- Once the probation period is completed, how much authority will I have over decisions?
- Has there been much turnover in this job area?
- Do you fill positions from the outside or promote from within first/
- What qualities are you looking for in the candidate who fills this position?
- What skills are especially important for someone in this position?
- Is there a lot of team/project work?
- Will I have the opportunity to work on special projects?
- Where does this position fit into the organizational structure?
- How much travel, if any, is involved in this position?
- What is the next course of action? When should I expect to hear from you, or should I contact you?

Great Questions You will be Asked:

Technical

- Describe any technical hobbies or interests you have?
- How do you approach a technical problem? Explain.
- What exposure have you had to software, hardware, etc?
- Briefly describe a technical project that you found challenging or rewarding.
- Have you published any papers or projects?
- Have you ever been in a position where you did not have the technical training to solve the problem? What did you do?



Personal

- What are your greatest strengths?
- What about your weaknesses?
- Define: Success, Failure
- Have you experienced failure? What did you learn from it?
- Of all your accomplishments, name three in which you are most proud.
- Who are your role models? Why?
- How does your education or work experience relate to this job?
- What motivates you most in a job?
- Tell me about yourself.
- What are your hobbies?
- Why did you choose to interview with our organization?
- Describe your ideal job.
- What can you offer us?

Education

- Why did you choose your major?
- Why did you choose to attend college or university?
- Do you think you received a good education? In what ways?
- In which campus activities did you participate?
- Which classes in your major did you like best? Least? Why?
- Which elective classes did you like best? Least? Why?
- If you were to start over, what would you change about your education?
- Do you plan to return to school for further education?

Experience

- What job related skills have you developed?
- Did you work while going to school?
- What did you learn from these work experiences?
- What did you enjoy most about your last employment? Least?
- Have you ever quit a job? Why?
- Give an example of a situation in which you worked under deadline pressure.
- Have you ever done any volunteer work?
- How do you think a former supervisor would describe your work?

Career Goals

- Do you prefer to work under supervision or on your own?
- What kind of boss do you prefer?
- Do you consider yourself to be a good team player?
- Do you prefer large or small organizations? Why?
- What other types of positions are you considering?
- Are you able to work on several assignments at once?
- How do you feel about working overtime?
- How do you feel about travel?
- How do you feel about the possibility of relocating?

General



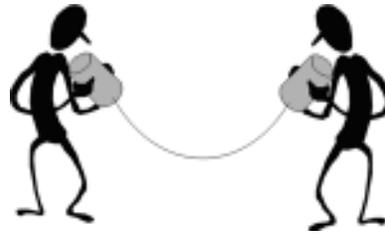
- What motivates you most in a job?
- Have you ever spoken before a group of people? How large?
- Why should we hire you rather than another candidate?
- What do you know about our organization?
- Where do you want to be in five years? Ten years?
- How can you help our business grow?
- How can you further develop our product line?
- How can you increase the efficiency of our existing product line?

PERSONAL GROWTH

This section of the Plan doesn't have a lot to do with living on your own because the information presented should be used wherever you are living. However, this section is on growth in general including healthy relationships, communication, how to resolve conflicts, making goals for yourself, and how to stay in shape physically. I think that the information presented here is great advice for all and should be read carefully and kept in the back of your mind to use whenever necessary.



Healthy Relationships



Tips for Communicating:

Be aware of non-verbal signs

- Work to make sure that your non-verbal communication techniques match with what you are saying so the right message is sent out.
- Saying that you are “alright” and sitting with your arms and legs crossed with a frown on your face is a mixed message. The person who you are talking with, will believe your non-verbal behaviour over your verbal statement in this situation.

Listen

- When listening to others speak, nod your head or speak in short phrases to let them know you are paying attention. Try to be open minded and non-judgemental.
 - E.g. “Yes, I understand.” Or “Okay, I never thought of it that way.”

Paraphrase and ask questions

- If you repeat back to the person what you have heard and ask a few questions, it will let the other person know you listened and it will help to avoid misunderstandings.
 - E.g. “So I hear you saying is that...”

Communicating in a Disagreement:

Delay your reactions

- Don’t jump to conclusions. Be sure you have heard all of the information before you react.

Don’t make generalizations

- Be specific and direct. Focus on the issue at hand.
 - E.g. If you are talking about someone being late, don’t say, “You are always late!” if they are sometimes on time, and don’t bring up other non-related issues.

Use "I" statements

- "I" statements help to express your own feelings and attitudes. By using these types of statements you avoid placing blame and putting the other person down.
 - E.g. “I don’t like to be late, So when we are late it makes me feel frustrated.”

Table 5: Healthy versus Unhealthy Relationships. (Youth Resource):

Being in a HEALTHY RELATIONSHIP means....	If you are in an UNHEALTHY relationship....
<ul style="list-style-type: none"> • Loving and taking care of yourself, before and while in a relationship. 	<ul style="list-style-type: none"> • You care for and focus on another person only and neglect yourself or you focus only on yourself and neglect the other person.
<ul style="list-style-type: none"> • Respecting individuality, embracing differences, and allowing each person to "be themselves." 	<ul style="list-style-type: none"> • You feel pressure to change to meet the other person's standards, you are afraid to disagree, and your ideas or criticized. Or, you pressure the other person to meet your standards and criticize his/her ideas.
<ul style="list-style-type: none"> • Doing things with friends and family and having activities independent of each other. 	<ul style="list-style-type: none"> • One of you has to justify what you do, where you go, and who you see.
<ul style="list-style-type: none"> • Discussing things, allowing for differences of opinion, and compromising equally. 	<ul style="list-style-type: none"> • One of you makes all the decisions and controls everything without listening to the other's input.
<ul style="list-style-type: none"> • Expressing and listening to each other's feelings, needs, and desires. 	<ul style="list-style-type: none"> • One of you feels unheard and is unable to communicate what you want.
<ul style="list-style-type: none"> • Trusting and being honest with yourself and each other. 	<ul style="list-style-type: none"> • You lie to each other and find yourself making excuses for the other person.
<ul style="list-style-type: none"> • Respecting each other's need for privacy. 	<ul style="list-style-type: none"> • You don't have any personal space and have to share everything with the other person.
<ul style="list-style-type: none"> • Resolving conflicts in a rational peaceful, and mutually agreed upon way. 	<ul style="list-style-type: none"> • One of you yells and hits, shoves or throws things at the other in an argument.
<ul style="list-style-type: none"> • There is room for positive growth and you learn more about each other as you develop and mature. 	<ul style="list-style-type: none"> • You feel stifled, trapped, and stagnant. You are unable to escape the pressures of the relationship.

Building Healthy Relationships:

- Build respect for other people’s feelings and property.
- Provide a safe and loving home environment.
- Teach responsibly.
- Resolve conflict.
- Be a role model.



Conflict Resolution:

People of all ages are at some point found in a situation where they have conflicting viewpoints with another person. This situation can be especially tough to get through when you are not aware of certain steps that can be taken to help resolve the conflict in a peaceful manner. There are several approaches that can be taken, however it is up to you to decide which method you feel most comfortable with and apply it when you are faced with an uncomfortable situation that needs to be resolved.

VOMP: Vent – Ownership – Moccasins – Plan (Wells, 2002)

This is a method of conflict resolution that follows a process that helps both parties in the situation confront their own actions and resolve the problem in a mature manner.

V – Vent: This means that each person gets an opportunity to talk about his/her side of the story, uninterrupted. You do this while using "I" messages, which mean speaking from the first-person point of view. This step allows each person to explain their experience in the conflict and relate it to how it affected them personally.

O – Ownership: A conflict is never entirely one-sided, therefore each person must take ownership of his/her actions or part that they played in the conflict. Even in some cases where it is evident that one person is "in the wrong" it is important that both people are able to recognize the role they played in the conflict and in resolving it. This is also a very important step because it allows each person to take responsibility for their part in the conflict.

M – Moccasins: This step includes each person stepping in the shoes of the other person so you each are able to see the conflict from the other person's perspective. This step brings about an understanding from each person involved, which allows you to learn from your own mistakes by seeing how our words and actions affect other people.

P – Plan: This final step of Planning allows the people in the conflict to work together and make a plan of action (with respect to the situation) where each person is satisfied with it; the plan will lay the foundation in the case that another conflict arises. This step is important as well because the people in the conflict feel as though they have accomplished something.

Throughout this process of VOMP all parties involved are also practicing active listening skills, which will help in different situations, not only in resolving conflicts. Active listening means that each person takes a turn, and while waiting for his or her turn, they are devoting their entire attention to the words that the other person is saying.

***VOMP** is a process; it is not necessarily the right, or wrong way to resolve conflicts. It can be used as a framework to give you a guide of how conflicts can be resolved.*

Communication:

There are several styles of communication: Assertion, Passive, and Aggression. There are times where all can be used. However, being assertive proves to be the most positive.

Assertion – direct but non-invasive eye contact, modulated voice, respect for spatial boundaries, use of illustrative gestures, and an erect but relaxed position

Passive – no eye contact (or indirect evasive eye contact), soft, whiny, or muffled voice, cringing or physically making yourself small, use of nervous or childish gestures

Aggression – invasive / angry staring eye contact, loud strident voice, invasion of spatial boundaries, use of aggressive gestures (parental finger), stiff, "muscled up" posture, towering over others.

Assertiveness is the ability to honestly express your opinions, feelings, attitudes, and rights, without undue anxiety, in a way that doesn't infringe on the rights of others.

Being **assertive** is important, because if you are not you may experience the following feelings and attitudes:

- Depression
- Resentment
- Frustration
- Temper/Violence
- Anxiety (can lead to avoidance)
- Poor Relationships
- Physical Complaints: headaches, high blood pressure, ulcers, etc.

Assertion helps you:

- Stand up for yourself
- Express feelings directly
- Improve relationships
- Give compliments
- Give criticism
- Make requests
- Say NO / set limits

Goals

Goals are very important in life. They allow you to make plans for the future and to achieve. Goals should be strict enough so that you don't keep putting them off, but flexible enough so that you are allowed some leeway for the unexpected. You should always set a time limit on your goals to further motivate you to accomplish them.

Short and Long-Term Goals

- Short-term goals are ones that you can accomplish in a relatively short period of time.
 - E.g. I want to get an 80 in my math class, or, I want to lose 30 pounds in 6 months.
- Long-term goals are ones that take longer to accomplish.
 - E.g. I want to finish a bachelor's degree in 4 years, or, I want to save enough for a down payment on a mortgage in 7 years.
 - You can even set short-term goals and activities to do, to help you achieve your long-term goals.

Setting Goals (Arkoff, 1995):

1. What exactly do I want?
 - Be specific, don't be vague.
2. Why do I want it?
 - You need to know why you want the goal, in case it is not achievable. This way you can still receive fulfillment by setting a similar goal instead. For example, I want to become mayor of my town by 2014. This is a good goal, but for some, may not be achievable. The person who set this goal was really trying to do a service to his community. Instead of this goal he could tutor elementary children in an after school program.
3. Do I believe I can get it?
 - If you don't believe you can achieve the goal, you won't. However, if you do believe you can achieve the goal you are more likely to stick with it to make it so.
4. What do I need to do to reach my goal?
 - Do I need money, degrees, qualifications, certain abilities to achieve my goal?
5. What other needs or goals will conflict with this one?
 - Sometimes goals can conflict with each other. In these instances you may need to compromise one goal for the other, or adjust your goals so that you can still do both
6. When will I begin? When will I arrive
 - Set up a time table so you don't procrastinate
7. Can I accept the goal?
 - Some people fear success and what it brings. Will you be happy with your achievement and not be filled with doubt about yourself?

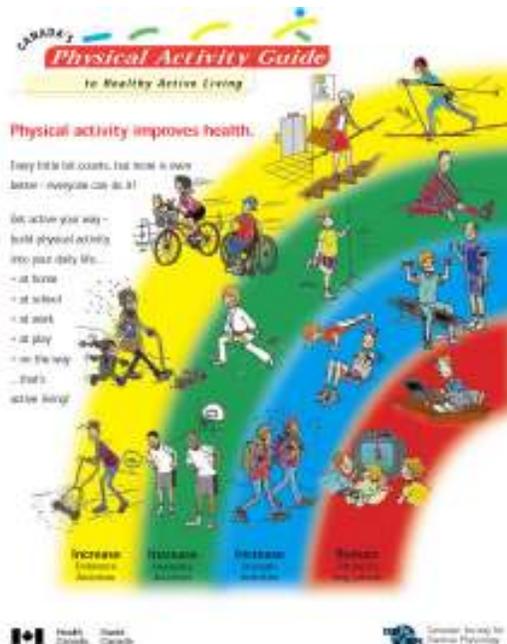
Staying in Shape

Canada's Physical Activity Guide to Healthy Active Living:



- Increase Endurance Activities
 - 4-7 days a week
 - Continuous activities for your heart, lungs and circulatory system. E.g. swimming, jogging, biking, skiing, and sports such as soccer and baseball.
- Increase Flexibility Activities
 - 4-7 days a week
 - Gentle reaching, bending and stretching activities to keep your muscles relaxed and joints mobile. E.g. stretching before and after endurance activities, and yoga.
- Increase Strength Activities
 - 2-4 days a week
 - Activities against resistance to strengthen muscles and bones, and improve posture. E.g. lifting weights, abdominal exercises, push ups, and even activities at home like heavy yard work and lifting children.
- Reduce Sitting for Long Periods
 - Everyone has their favourite TV shows, but instead of staying sitting during the commercials, do some stretching or strength activities. You can even lose the remote control and get up to change the channels.

You should engage in 30 minutes of physical activity 4 days a week. However, if you want to lose weight or simply to improve your health, scientists recommend 60 minutes of physical activity everyday of the week.



Ways to Keep Motivated:

- Make a decision
 - The only way that you will be able to stay physically active is if you make a decision that this is something you want to do. You really have to want it in order for it to happen.
- Set goals
 - Be precise and specific with them. Goals that are too general are not usually followed.
- Reward yourself
 - Reward yourself with something that makes exercising more fun.
- Take the routine out of your routine
 - Continuously make changes to your routine so you don't end up getting stuck in a rut and getting bored with your workout.
- Cross-train
 - Try different exercises and cardio activities to your workout so your body doesn't get accustomed to one or two activities all of the time.
- Reality-check the body
 - Keep your body in check by making sure that constant fatigue is actual and not mental. Sometimes a brisk run or walk will make you feel much less tired than when you started.
- Try competition
 - If you are able to keep competition on a healthy and positive level, it can build self-confidence, self-respect, and motivation.
- Count the benefits
 - Exercise helps to improve the quality of your life in several ways:
 - More energy
 - More resistance to illness
 - More resistance to stress
 - Less susceptibility to injury
 - Less anxiety
 - Stronger bones
 - Stronger, more efficient heart and lungs
 - A better self-image
 - More confidence and sociability
 - Sharper mind
 - Longer life



LAWS OF LIFE



This final section of the Lessons for Living is just a little helpful advice to help you understand and realize that you create your own life experiences, however there are some laws that can be read and kept in the back of your mind as you live your life. Included is a list of Crisis Information Hotlines that you can keep in a safe place in case you ever need to contact any of them. This is just a little bit of information that would be great for you to read, and do with it as you wish.

Values (Arkoff, 1995)

What is the meaning of life?

Some people do serious soul searching when they move away from their parent's home. They consider whether they believe what their parents believe and value what their parents value. Most likely, a person will believe and value a combination of what their parents hold true to themselves and what you have found through other experiences to be true. What does all this have to do with the meaning of life? Knowing what you value and believe in helps you to know what the meaning of life is. For example, if you find that you are a religious person, the meaning for life for you may be to emulate God and do good works. If you are not a religious person, you may believe the meaning of life is to do good works, because it makes you a better person and makes you feel better about yourself. In both situations, your actions are the same, but for different reasons.

General values – These values are those that are generally learned from your family

Moral values – These values are those that doctrine what is right and wrong. We learn these from our parents, teachers, neighbours, leaders in the community, etc..

What values are most important to you?

It is a good idea to sit and think of what you find important in your life, what you believe and what you value. Write them down. Knowing these things will help you throughout your life journey when you come to conflict or need to make hard decisions. As long as you stay true to your beliefs and values you've made the right decision, for you.

Stress Management (Bendall, 2000)

Living on your own can be very stressful at first. Being uncertain about what to do and how to do things can be taxing on your mind and body. These are some ways to help manage your stress.

Staying physically healthy is not only a part of personal growth but is a great way to help manage stress. Exercising helps to work out tension, and eating healthy gives you the strength and nutrition to help get you through those rough patches.

Taking part in some **rest and relaxation** such as having nap, pleasure reading and even watching a little television can help your body and mind relax and recharge to help you get down to business when the time comes.

Having **good time management, knowing your limits**, and **addressing the problem** are the best ways to help prevent stress and resolve stress respectively.

Talking about your problems with trusted friends are a great way to relieve stress. You may find that they are having similar problems as your own. This way you don't feel so alone with your problems. Also, they may have some great ideas on how to help you deal with your issues. If you aren't comfortable talking about it with a friend, **write it down**. Sometimes it helps just to put your thoughts onto paper. In the process you may come up with your own solution!

Ten Laws of Life

1. You either get it or you don't.
2. You create your own experience.
3. People do what works.
4. You cannot change what you do not acknowledge.
5. Life rewards action.
6. There is no reality, only perception.
7. Life is managed it is not cured.
8. We teach people how to treat us.
9. There is power in forgiveness.
10. You have to name it before you can claim it.

“Live as if you were to die tomorrow. Learn as if you were to live forever.” - Gandhi

Realize that emotional wounds scar like physical wounds.

Remember that withdrawing emotionally can affect you physically.

To hold on to previous hurts poisons all potential relationships.

Forgiveness is a choice that you are entitled to.

No matter who you are, you are worth it.

Table 6: Crisis Information Hotlines

Kid's Help Phone	1-800-668-6868
Child Abuse Hotline	1-800-387-KIDS (5437)
AIDS/Sexually Transmitted Diseases Information	1-800-772-2437
Crisis Centre	1-902-368-5400

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