



# Young Adult Competencies Checklist

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The following list contains basic self-management skills that a person would need to be successful. Read each of the following items and check each one that you are able to do consistently. Consistency, in this case, means that you have confidence that 90% of the time you can and do perform the indicated behaviors. If any of the items do not apply to you, mark that item "NA" for "Not Applicable."

## SELF-CARE

- \_\_\_\_\_ I am able to get myself up each morning so that I am on time for work or school.
- \_\_\_\_\_ I arrive at work or school on time.
- \_\_\_\_\_ I am clean and well-groomed
- \_\_\_\_\_ My clothes are clean and appropriate for school or work.
- \_\_\_\_\_ I schedule in time to do laundry or clean up my space as needed.
- \_\_\_\_\_ I manage at least 2 meals for myself on a daily basis.
- \_\_\_\_\_ I have a checking account.
- \_\_\_\_\_ I keep a record of checks written or money withdrawn.
- \_\_\_\_\_ I know how much is in my account.
- \_\_\_\_\_ I rarely over-draw from my account, i.e., bounce a check.
- \_\_\_\_\_ I live within a budget or allowance each month.
- \_\_\_\_\_ Credit card balances are paid off each month.
- \_\_\_\_\_ Impulse buying is kept to a minimum.
- \_\_\_\_\_ I don't bum money off of friends.
- \_\_\_\_\_ I plan and save money for special trips or expenditures.
- \_\_\_\_\_ I keep track of time I need to get things done in a day.
- \_\_\_\_\_ I plan for errands, such as picking up dry cleaning, or getting the mail.
- \_\_\_\_\_ I know how much sleep I need.
- \_\_\_\_\_ I get to bed at a time that takes into consideration what I have to do the next morning.
- \_\_\_\_\_ I send friends home when I need to study or get to bed.

- \_\_\_\_\_ I allow myself time to hang out but leave when I need to take care of business.
- \_\_\_\_\_ I keep track of bills and pay them on time.
- \_\_\_\_\_ My driver's license is current.
- \_\_\_\_\_ The inspection sticker and registration on my car are current.
- \_\_\_\_\_ I do not have any unpaid tickets or warrants out for my arrest.
- \_\_\_\_\_ I monitor deadlines, such as registration for courses.
- \_\_\_\_\_ I plan ahead to meet requirements, either for a major or the next steps in my career plan.
- \_\_\_\_\_ I keep an eye out for opportunities that can enhance my status related to future goals.
- \_\_\_\_\_ I know how much money I need to cover expenses each month.
- \_\_\_\_\_ I keep appointments.
- \_\_\_\_\_ I call if I am going to be late.
- \_\_\_\_\_ I follow through on commitments I make.
- \_\_\_\_\_ My drinking or partying does not interfere with my being responsible in my actions.
- \_\_\_\_\_ I take prescribed medications on schedule in order to maximize their benefits to me.

## EMOTIONS

- \_\_\_\_\_ I stay with a task even when it becomes frustrating.
- \_\_\_\_\_ I take breaks if needed to deal with frustration, and return later to complete the task.
- \_\_\_\_\_ Mistakes are OK. I learn from them.
- \_\_\_\_\_ I give myself time to practice and develop a new skill.
- \_\_\_\_\_ I can be angry without being abusive or destructive.
- \_\_\_\_\_ My life does not seem like I'm on an emotional rollercoaster.
- \_\_\_\_\_ I don't panic under stress. I do what I have to do.
- \_\_\_\_\_ I ask for help when I need it.
- \_\_\_\_\_ I can recover from disappointments.
- \_\_\_\_\_ I don't get so down on myself that I think about suicide.
- \_\_\_\_\_ I get discouraged but can figure out ways to go on.
- \_\_\_\_\_ I know how to worry just enough about something to not forget I have to deal with it.
- \_\_\_\_\_ I do not get paralyzed by worry so that I can't even think straight.
- \_\_\_\_\_ I have healthy ways to feel better when I get down or discouraged.
- \_\_\_\_\_ I turn to my friends or family when I'm feeling badly about something.
- \_\_\_\_\_ Failing at something does not mean I am a loser.
- \_\_\_\_\_ I do not use my anger to threaten others.

## RELATIONSHIPS

- \_\_\_\_\_ I have good friends that I can talk to and rely on.
- \_\_\_\_\_ I keep good friendships for a long time.
- \_\_\_\_\_ Others seek me out to be friends with.
- \_\_\_\_\_ I treat people how I want to be treated.
- \_\_\_\_\_ I work through conflicts with others, particularly if they are important to me.
- \_\_\_\_\_ I make good eye contact when interacting with someone.
- \_\_\_\_\_ I am able to listen and track what someone is saying to me.
- \_\_\_\_\_ I am sensitive to other people's feelings.
- \_\_\_\_\_ I try to be tolerant of people who are different from me.
- \_\_\_\_\_ I will choose not to do something that may be considered mean or hurtful.
- \_\_\_\_\_ I feel badly when I have hurt someone's feelings.
- \_\_\_\_\_ I let a friend know that I am interested if I notice that something is bothering them.
- \_\_\_\_\_ I will end a friendship/relationship if the person turns out to be dishonest with me.
- \_\_\_\_\_ I avoid people who get into trouble a lot.
- \_\_\_\_\_ I choose to be around people with similar values to mine.

## EDUCATION

- \_\_\_\_\_ I attend classes regularly.
- \_\_\_\_\_ I complete assignments on time.
- \_\_\_\_\_ I study for tests.
- \_\_\_\_\_ My grades are C's or better.
- \_\_\_\_\_ If I am doing all this and my grades are still low, I get help.
- \_\_\_\_\_ I can maintain motivation to do well throughout the semester.
- \_\_\_\_\_ My education is important to me.
- \_\_\_\_\_ I know how I learn best.
- \_\_\_\_\_ I know my strengths and weaknesses around academics.
- \_\_\_\_\_ I enjoy learning.
- \_\_\_\_\_ There are some subjects I really get interested in.
- \_\_\_\_\_ I can see myself in a career someday.
- \_\_\_\_\_ I'll drop a course in plenty of time so that I don't get stuck with a bad grade like a D or an F.
- \_\_\_\_\_ I get tutoring as I need it.

\_\_\_\_\_ I compensate to minimize my weaknesses, such as tape record a lecture if I have trouble taking notes.

\_\_\_\_\_ I will go to a teacher for help if necessary.

\_\_\_\_\_ I get to know some of my teachers/professors.

## EMPLOYMENT

\_\_\_\_\_ I have held a full-time job for at least a summer.

\_\_\_\_\_ I have not been fired.

\_\_\_\_\_ I have not quit without notice.

\_\_\_\_\_ I have worked part-time while I attended school.

\_\_\_\_\_ Previous employers would hire me again--at least half of them.

\_\_\_\_\_ I get to work on time.

\_\_\_\_\_ I can stay with a task independently, without someone standing over me.

\_\_\_\_\_ I'll work extra if needed.

\_\_\_\_\_ I plan ahead with the boss for time off.

\_\_\_\_\_ I call in if something interferes with my being at work.

\_\_\_\_\_ I find ways to stay interested in my job, even if it is boring.

\_\_\_\_\_ I dress appropriately for work.

\_\_\_\_\_ I will help a co-worker out if they get in a jam.

\_\_\_\_\_ I keep track of my limits so that I don't over-extend myself.

\_\_\_\_\_ I deal with my supervisor and co-workers in a respectful manner.

\_\_\_\_\_ I will work extra hours to save money for something special I want to do or buy.