

Last-Minute Summer Tips

No Summer Plans? No Problem

Check out these opportunities this summer:

Volunteering: Check your community for volunteering opportunities. Where are some places to volunteer?

- Hospitals and nursing homes
- Park district
- Literacy programs
- Local newspaper/radio
- Local library
- Museums
- Big Brother/Sister program
- Zoos/animal shelters

Part-time job: FastWeb now offers part-time job results. Find a part-time position in your area at www.fastweb.com. Work skills can be useful at school and in future jobs.

Camp counselor: Becoming a counselor gives you the chance to build your leadership and organization skills.

Internship: An internship may be tough to come by on short notice, but ask around. You may be able to find an unpaid internship at local companies, community services or employers of people you know.

Take a class: Get a head start on college, fulfill some needed requirements, improve on a subject where you need help or acquire a new skill. Community colleges or nearby state universities may have learning opportunities available for a relatively low cost.

Be an entrepreneur: Looking for a bigger challenge? Start your own business. Mowing lawns, painting houses or creating a useful Web site are some ideas to get started.

At Work or at School: Skills Equal Success

Keep track of your skills and accomplishments. Use them on job, college and scholarship applications.

Teamwork

On the Job: How well do you work with others? Pay attention to how you communicate. Pitch in if other co-workers or your manager need assistance.

At School: On a research project or in an organization, ask where you can help out. If classmates have questions or need help, take the extra time to lend a hand.

Leadership

On the Job: Be proactive with your manager. Instead of waiting for a task, suggest a project to work on and ask to take the lead on it.

At School: Being a leader is a learned skill that requires your initiative. In extracurricular organizations, take the lead by heading a committee or volunteer to be an officer.

Diversity

On the Job: Pay attention to how you, your coworkers and supervisors deal with diversity. Which styles work? Which ones don't? Take the time to look at situations from a different point of view.

At School: Take time to understand someone's situation before jumping to a conclusion about him or her. Find ways to turn diverse viewpoints and opinions into strengths.

Communication

On the Job: Pay attention to your employer's communication style. Is it effective? What would you change, if you could?

At School: Improving how you express yourself verbally, in writing and in social and business situations will have a positive impact in a college or job interview.

Organization

On the Job: Prioritize and be proactive. Understand your own organizational limitations. What organizational tools (task list, calendar, planner, paper vs. online, etc.) work for you?

At School: Use the organizational tools that are most effective for you. Know what your most important tasks are and tackle them immediately.

Problem-Solving

On the Job: How do you (and others) overcome work challenges? Pay attention to how and when problems arise. Think of and implement ways to make positive changes.

At School: Break problems up into smaller, more manageable parts. Remember to ask for help if you get stuck. Keep track of obstacles you've overcome and problems you've solved.

Entrepreneurship

On the Job: What can you do to improve efficiency or help things run more smoothly at work? Ask what you can do to improve productivity.

At School: Search for fresh, new ideas to bring to class and school-related activities. If you don't find an activity or club at your school that you have an interest in, start one.

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