

LIFE HACKS

FOR BEING AN ADULT

HOW TO MAKE INTRODUCTIONS

- Be friendly and smile
- Have confidence
- Have a proper, firm handshake
- Introduce yourself
- Keep eye contact
- Speak clearly

HOW TO HAVE A CONVERSATION

- Conversation is as much about listening as it is about talking.
- Ask questions to move the conversation along
- Facial expressions should remain pleasant
- Keep conversations meaningful and respectful
- Think and choose your words wisely
- Don't be distracted by electronics

HOW TO ACE AN INTERVIEW

- Be yourself
- Turn off your cell phone
- Dress appropriately
- Don't be late
- Shake hands
- Give thanks
- Prepare and practice

HOW TO BE SMART ABOUT SOCIAL MEDIA

- What you post online speaks volumes about the person you are.
- Be careful of what you post
- Potential employees or colleges can look you up
- Keep it clean
- Do not post inappropriate pictures
- Do not seek attention

NAME: _____ HIGH SCHOOL: _____ GRADE: _____

Life Hacks for Being an Adult

For the following situations, provide at least TWO life hacks you learned today.

INTRODUCING YOURSELF

HAVING A CONVERSATION

USING SOCIAL MEDIA

ACING AN INTERVIEW

Place the words in the correct column

- Being honest
- Firm handshake
- Avoid eye contact
- Arriving late
- Cursing
- Posting rude comments
- Speaking too quietly
- Asking questions
- Minding your manners

Good Etiquette	Bad Etiquette