

Name: _____

As we mature, we take on more and more responsibility. We need to be aware of what responsibilities we have and when we need to do them. In addition, we need to know what personal work habits we need to improve upon in order to continue to be successful in school and in life.

PART ONE: Working in groups of three to four students, complete the chart below. Brainstorm all of the responsibilities you have in each category.

| Responsibilities at Home | Responsibilities at School |
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| Responsibilities to Yourself | Responsibilities to the Environment |
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This activity is continued on the next page.

Name: _____

ACTIVITY 9B
PERSONAL WORK HABITS

PART TWO: For each question below, rate yourself using the following number code to discover areas where you need to improve.

4 = Always **3 = Usually** **2 = Sometimes** **1 = Never**

- 1. Do I keep my room neat and put my clothes away? _____
- 2. Do I do my chores without being asked? _____
- 3. Do I leave for school on time every morning? _____
- 4. Do I turn in my homework assignments and projects when they're due? _____
- 5. Do I brush my teeth twice a day? _____
- 6. Do I finish a job once I've started it? _____
- 7. Am I careful not to leave shoes, books or backpacks lying around the house? _____
- 8. Do I plan the best way to do a job before I start it? _____

Add up your score: _____

| | |
|--|------------------------|
| If your score is 8-16, your sense of personal work habits: | Needs Improving |
| If your score is 17-24, your sense of personal work habits is: | Satisfactory |
| If your score is 25-32, your sense of personal work habits is: | Very Good |

If your score **Needs Improving**, write some steps below that you could take to change it to **Satisfactory** or **Very Good**.
