

LIFESKILLS IN ACTION

SOFT SKILLS

MONEY SKILLS

Living on a Budget | Road Trip
Opening a Bank Account | The Guitar
Managing Credit | High Cost
Using Coupons | Get the Deal
Planning to Save | Something Big

LIVING SKILLS

Smart Grocery Shopping | Shop Smart
Doing Household Chores | Keep It Clean
Finding a Place to Live | A Place of Our Own
Moving In | Pack Up
Cooking Your Own Meals | Dinner Is Served

JOB SKILLS

Preparing a Resume | Not Her Job Finding a Job | Dream Jobs Job Interview Basics | Job Ready How to Act Right on the Job | Choices Employee Rights | Not So Sweet

SOFT SKILLS

Emotional Intelligence | Bad Day Communication | Tryout Work Ethic | Summer Job Problem-Solving | Bedtime Blues Adaptability | Understudy



Copyright © 2021 by Saddleback Educational Publishing. All rights reserved. No part of this book may be reproduced in any form or by any means, electronic or mechanical, including photocopying, recording, scanning, or by any information storage and retrieval system, without the written permission of the publisher. SADDLEBACK EDUCATIONAL PUBLISHING and any associated logos are trademarks and/or registered trademarks of Saddleback Educational Publishing.

ISBN: 978-1-68021-943-2 eBook: 978-1-64598-358-3

Printed in Malaysia

25 24 23 22 21 1 2 3 4 5







Jordan works in an office.

It's his first job.

He loves fixing computers.

There's just one **problem.**

Sometimes he gets tired.

He tries to stay awake.

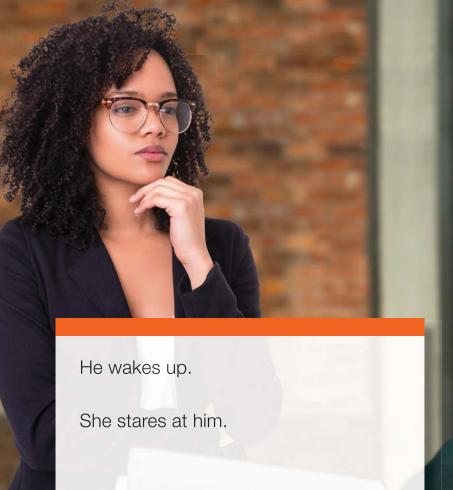
It's not easy.

One day he falls asleep.

He snores.

His boss hears him.

"Jordan!" she says.



"Sorry, Mila," Jordan says.

"That's okay.

But don't let it happen again."



The next day, Jordan gets sleepy.

Oh, no, he thinks.

I need to stay awake.

He tries.

It doesn't work.

His eyelids grow heavy.

Soon he is asleep.

"Hey!" Mila says.

Jordan wakes up.

She stands over him.

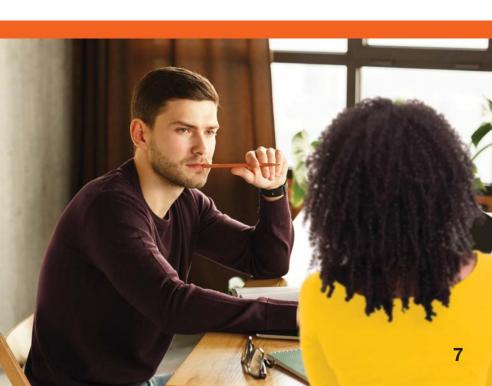
"I'm sorry," he says.

"I tried my best not to sleep."

Mila sits down next to him.

"Trying hard isn't enough.

You have to solve the problem."





"What do you mean?" Jordan asks.

"It's not always easy to fix issues.

You have to stop and think.

Figure out the cause.

Then plan a solution.

Take it step by step."

Jordan doesn't know what to say.

Mila helps him out.

"Let's talk through step one.

Study the problem.

What's going on here?"

"I keep falling asleep," Jordan says.



"Okay," Mila says.

"Why do you get tired then?"

Jordan isn't sure.

Still, he has an idea.

"You know what?

I'll use my phone alarm.

It will buzz every ten minutes.

That will help me stay awake."

He turns back to his desk.

