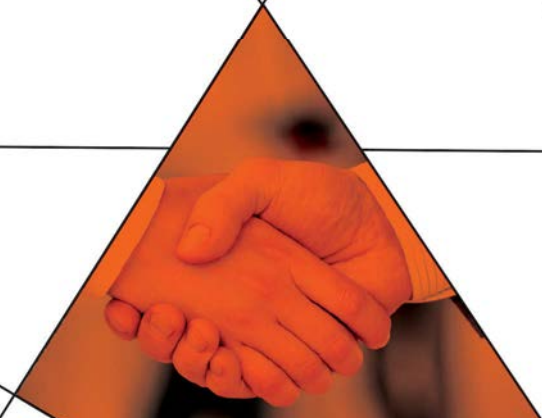


LIFESKILLS IN ACTION



SOFT  
SKILLS+

Problem-Solving

EMILY ANDERSON

# 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.




He wakes up.

She stares at him.

“Sorry, Mila,” Jordan says.

“That’s okay.

But **don’t let it happen again.**”

A young man with dark hair and a beard is sitting at a wooden table. He is wearing a dark green long-sleeved shirt and a black watch. He has his right hand resting on his forehead, looking down with a thoughtful or worried expression. A smartphone is on the table in front of him. The background is a light-colored wall with vertical lines.

“I won’t.”

Jordan worries.

*I didn’t mean to fall asleep.*

*It just happened.*

*What if I do it 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.

“When?”

“After lunch.”



“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.

