



LIFESKILLS IN ACTION

SOFT
SKILLS+

Problem-Solving

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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

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Communication | Tryout
Work Ethic | Summer Job
Problem-Solving | Bedtime Blues
Adaptability | Understudy



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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.”**

“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.

