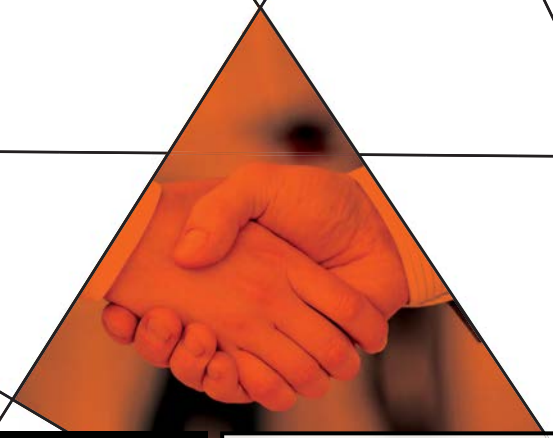
LIFESKILLS IN ACTION



SOFT SKILLS+

Problem-Solving

EMILY ANDERSON







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.

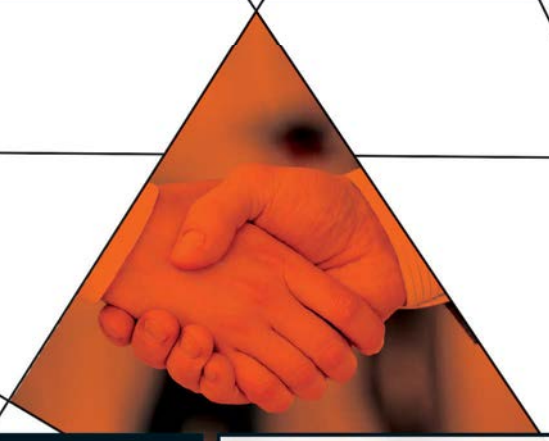
It will buzz every ten minutes.

That will help me stay awake.”

He turns back to his desk.



LIFESKILLS IN ACTION



SOFT SKILLS+

Emotional Intelligence

JILL L. HANEY

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

SADDLEBACK
EDUCATIONAL PUBLISHING
www.sdlback.com

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: 978-1-68021-942-5
eBook: 978-1-64598-357-6

Printed in Malaysia

25 24 23 22 21 1 2 3 4 5






Detention







It has been a **bad day.**

First Liz woke up late.

She missed the bus and ran to school.

That took half an hour.

Liz rushed to class.

But she was still tardy.

Now school is out.

Liz sits in detention.

The clock ticks.

She taps her foot.

Her friends are having fun without her.

This is so boring, Liz thinks.

It's not fair.

The teacher looks at her.

"Do your work, Liz."

"Or what?" she snaps.

"I want out of here."





The teacher is angry.

“That was rude.

You just got more detention.

Come back here tomorrow.”

“No!” Liz yells.

What went wrong in this story?

Liz **lost control.**

She didn’t manage her time well.

Then her feelings boiled over.

Managing emotions is not easy.

First you must identify them.

This is part of **emotional intelligence.**

It starts with knowing yourself.

How do you feel?

Figure that out.

Then choose how to act.

Be smart about it.

That puts you in control.





There’s more to emotional intelligence.

It’s also about sensing how others feel.

This helps you talk to them.

You can choose the right words.

All this takes work.

Look at yourself first.

Who are you inside?

What do you want most?

Knowing this is **self-awareness.**

We all have feelings.

It's part of being human.

They may come in a rush.

That can overwhelm us.





You can be ready for this.

Find a quiet place.

Think back.

Picture a time when emotions took over.

What caused it?

How did you react?



Reflecting helps.

It makes you mindful.

This leads to better choices.

Learn what upsets you.

Prepare for it.

Avoid it if possible.

Knowing ourselves is powerful.

It puts us in control.

We decide how to react.

This is called **self-management.**

Stress is part of life.

It can be good.

We do something new.

Our bodies react.

At first, we may get nervous.

But then we learn.

Tasks get easier.



