

# Adolescent Competencies Checklist

## Self-Report Form

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Name \_\_\_\_\_ Date \_\_\_\_\_  
Age \_\_\_\_\_

The following list contains basic Self-Management<sup>SM</sup> skills that a person would need to be successful. Read each of the following items and check each one that you are able to do *consistently*. Consistency, in this case, means that you have confidence that 90% of the time you can and do perform the indicated behaviors. If any of the items do not apply to you, mark that item “NA” for “Not Applicable.”

### SELF CARE

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- \_\_\_\_\_ I am clean and well-groomed daily.
- \_\_\_\_\_ I brush my teeth every day.
- \_\_\_\_\_ My clothes are clean and appropriate for school or work.
- \_\_\_\_\_ I eat mainly foods that are good for me.
- \_\_\_\_\_ I eat at least one balanced meal daily.
- \_\_\_\_\_ I am happy with how I look.
- \_\_\_\_\_ I stay physically active.
- \_\_\_\_\_ I have good sleep habits, i.e., I go to bed early enough so that I am rested for the next day.
- \_\_\_\_\_ I pay attention to my spiritual side, e.g., meditate, attend church, read motivational books, etc..
- \_\_\_\_\_ I have activities or interests that I work to get better at.
- \_\_\_\_\_ I keep an eye out for opportunities that can help me reach future goals.
- \_\_\_\_\_ I don't buy items that I quickly regret having purchased or wasted my money on.
- \_\_\_\_\_ I don't bum money off of friends.
- \_\_\_\_\_ I plan and save money for special trips or purchases.
- \_\_\_\_\_ I contribute to the cost of driving the car.
- \_\_\_\_\_ I know how much money I need to cover expenses each month.
- \_\_\_\_\_ I get myself up each morning so that I am on time for school.
- \_\_\_\_\_ I have enough time to do what I want to do.
- \_\_\_\_\_ I try to keep a good balance between responsibilities and play.

- \_\_\_\_\_ I keep track of the time I need to get things done in a day.
- \_\_\_\_\_ I schedule time to do chores or clean up my space as needed.
- \_\_\_\_\_ I wear a watch.
- \_\_\_\_\_ I use alarms to help me track time.
- \_\_\_\_\_ I plan for errands and don't leave them until the last minute.
- \_\_\_\_\_ I get to bed at a time that takes into consideration what I have to do the next morning.
- \_\_\_\_\_ I send friends home when I need to get to bed.
- \_\_\_\_\_ I get off of the phone when I need to get to bed.
- \_\_\_\_\_ I follow my parents' rules about the use of the phone.
- \_\_\_\_\_ I allow myself time to hang out but leave when I need to take care of business.
- \_\_\_\_\_ I tell my parents right away when I've gotten a traffic ticket.
- \_\_\_\_\_ I have not run out of gas while driving the car.
- \_\_\_\_\_ I keep appointments.
- \_\_\_\_\_ I call if I am going to be late.
- \_\_\_\_\_ I follow through on commitments I make.
- \_\_\_\_\_ My drinking or partying does not interfere with my being responsible in my actions.
- \_\_\_\_\_ I take prescribed medications on schedule in order to maximize their benefits to me.

## **EMOTIONS**

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- \_\_\_\_\_ I don't have mood swings that rule my life, i.e., my feelings are stable.
- \_\_\_\_\_ I can name all the different feelings I have.
- \_\_\_\_\_ I can easily and appropriately share my feelings with others.
- \_\_\_\_\_ I give myself time to practice and develop a new skill.
- \_\_\_\_\_ I learn from mistakes because I take time to think about what happened.
- \_\_\_\_\_ I ask for help before it is too late.
- \_\_\_\_\_ I turn to my friends or family when I'm feeling badly about something.
- \_\_\_\_\_ I stay with a task even when it becomes frustrating.
- \_\_\_\_\_ I take breaks if needed to deal with frustration and return later to complete the task.
- \_\_\_\_\_ I do not mistreat others or destroy property when angry.
- \_\_\_\_\_ I do not threaten others when angry.
- \_\_\_\_\_ I can talk myself through disappointments and keep going.
- \_\_\_\_\_ I get discouraged but can figure out ways to go on.
- \_\_\_\_\_ I have healthy ways to feel better when I get down.
- \_\_\_\_\_ I am able to cope with feelings of sadness when I have a significant loss.
- \_\_\_\_\_ It is unusual for me to get so down that I think about suicide.
- \_\_\_\_\_ I stay calm under stress; I stop and figure out what I have to do.
- \_\_\_\_\_ I know how to worry just enough about something to not forget I have to deal with it.
- \_\_\_\_\_ I do not get paralyzed by so much worry that I can't even think straight.

## **RELATIONSHIPS**

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- \_\_\_\_\_ I make good eye contact when interacting with someone.
- \_\_\_\_\_ I am able to listen and track what someone is saying to me.
- \_\_\_\_\_ I know what to say and do when meeting new people.
- \_\_\_\_\_ I treat people how I want to be treated.
- \_\_\_\_\_ I will choose not to do something that may be considered mean or hurtful.
- \_\_\_\_\_ The rules my parent(s) have for me are fair.
- \_\_\_\_\_ I show respect to people in authority, like teachers, police, and parents.
- \_\_\_\_\_ I am sensitive to other people's feelings.
- \_\_\_\_\_ I try to be tolerant of people who are different from me.
- \_\_\_\_\_ I feel badly when I have hurt someone's feelings.
- \_\_\_\_\_ I let a friend know that I am interested if I notice that something is bothering them.
- \_\_\_\_\_ I have good friends that I can talk to and rely on.
- \_\_\_\_\_ I keep good friendships for a long time.
- \_\_\_\_\_ Others seek me out to be friends with.
- \_\_\_\_\_ I work to resolve conflicts with others, particularly when the person is important to me.
- \_\_\_\_\_ I will end a friendship/relationship if the person turns out to be dishonest with me.
- \_\_\_\_\_ I avoid people who get into trouble a lot.
- \_\_\_\_\_ I can leave my friends when I don't believe in what they are doing.
- \_\_\_\_\_ My parent(s) and I usually work out our conflicts without everyone staying angry.

## **EDUCATION**

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- \_\_\_\_\_ I meet the attendance expectations for attending school.
- \_\_\_\_\_ I am on time to my classes.
- \_\_\_\_\_ I do not rely on others for remembering the deadlines for longer-term projects.
- \_\_\_\_\_ I complete assignments on time without leaving too much for the last minute.
- \_\_\_\_\_ I turn in assignments on time.
- \_\_\_\_\_ I write down my assignments every day.
- \_\_\_\_\_ I begin to study for big tests a couple of days before.
- \_\_\_\_\_ I keep track of my grades.
- \_\_\_\_\_ I keep an organized binder of graded work.
- \_\_\_\_\_ My grades are C's or better.
- \_\_\_\_\_ I send friends home when I need to study.
- \_\_\_\_\_ I get off of the phone when I need to study.
- \_\_\_\_\_ I can maintain motivation to do well throughout the entire semester.
- \_\_\_\_\_ I know how I learn best, e.g., reading, listening, talking to others, studying with others, etc.
- \_\_\_\_\_ I know my academic strengths and weaknesses.

- \_\_\_\_\_ I enjoy learning.
- \_\_\_\_\_ There are some subjects I really get interested in.
- \_\_\_\_\_ I can see myself in a specific career someday.
- \_\_\_\_\_ I know what to do to make up for my weaknesses in school.
- \_\_\_\_\_ If I am working hard and my grades are still low, I get help.
- \_\_\_\_\_ I get tutoring as I need it.
- \_\_\_\_\_ I will go to a teacher for help if necessary.
- \_\_\_\_\_ I get to know some of my teachers.

## **EMPLOYMENT (IF YOU HAVE HELD A JOB)**

- \_\_\_\_\_ I have held a job for at least a summer.
- \_\_\_\_\_ I have not been fired.
- \_\_\_\_\_ I have not quit without notice.
- \_\_\_\_\_ I have worked while I attended school.
- \_\_\_\_\_ Previous employers would want me to work for them again.
- \_\_\_\_\_ I get to work on time.
- \_\_\_\_\_ I can stay with a work task independently without someone standing over me.
- \_\_\_\_\_ I'll work extra if needed.
- \_\_\_\_\_ I plan ahead with the boss for time off.
- \_\_\_\_\_ I call in if something interferes with my being at work.
- \_\_\_\_\_ I find ways to stay interested in my job, even if it is boring.
- \_\_\_\_\_ I dress appropriately for work.
- \_\_\_\_\_ I will help a co-worker out if they get in a jam.
- \_\_\_\_\_ I don't let my job interfere with fulfilling my responsibilities at school or home.
- \_\_\_\_\_ I deal with my supervisor and co-workers in a respectful manner.
- \_\_\_\_\_ I will work extra hours to save money for something special I want to do or buy.