

Young Adult Competencies Checklist

Self-Report Form

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Name _____ Date _____
Age _____

The following list contains basic Self-ManagementSM 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

- _____ I am able to get myself up each morning so that I am on time for work or school.
- _____ I arrive at work or school on time.
- _____ I am clean and well-groomed
- _____ My clothes are clean and appropriate for school or work.
- _____ I schedule in time to do laundry or clean up my space as needed.
- _____ I manage at least 2 meals for myself on a daily basis.
- _____ I have a checking account.
- _____ I keep a record of checks written or money withdrawn.
- _____ I know how much is in my account.
- _____ I rarely over-draw from my account, i.e., bounce a check.
- _____ I live within a budget or allowance each month.
- _____ Credit card balances are paid off each month.
- _____ Impulse buying is kept to a minimum.
- _____ I don't bum money off of friends.
- _____ I plan and save money for special trips or expenditures.
- _____ I keep track of time I need to get things done in a day.
- _____ I plan for errands, such as picking up dry cleaning, or getting the mail.
- _____ I know how much sleep I need.
- _____ 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 study or get to bed.
- _____ I allow myself time to hang out but leave when I need to take care of business.

- _____ I keep track of bills and pay them on time.
- _____ My driver's license is current.
- _____ The inspection sticker and registration on my car are current.
- _____ I do not have any unpaid tickets or warrants out for my arrest.
- _____ I monitor deadlines, such as registration for courses.
- _____ I plan ahead to meet requirements, either for a major or the next steps in my career plan.
- _____ I keep an eye out for opportunities that can enhance my status related to future goals.
- _____ I know how much money I need to cover expenses each month.
- _____ 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

- _____ 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.
- _____ Mistakes are OK. I learn from them.
- _____ I give myself time to practice and develop a new skill.
- _____ I can be angry without being abusive or destructive.
- _____ My life does not seem like I'm on an emotional rollercoaster.
- _____ I don't panic under stress. I do what I have to do.
- _____ I ask for help when I need it.
- _____ I can recover from disappointments.
- _____ I don't get so down on myself that I think about suicide.
- _____ I get discouraged but can figure out ways to go on.
- _____ I know how to worry just enough about something to not forget I have to deal with it.
- _____ I do not get paralyzed by worry so that I can't even think straight.
- _____ I have healthy ways to feel better when I get down or discouraged.
- _____ I turn to my friends or family when I'm feeling badly about something.
- _____ Failing at something does not mean I am a loser.
- _____ I do not use my anger to threaten others.

RELATIONSHIPS

- _____ 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 treat people how I want to be treated.
- _____ I work through conflicts with others, particularly if they are important to me.
- _____ I make good eye contact when interacting with someone.
- _____ I am able to listen and track what someone is saying to me.
- _____ I am sensitive to other people's feelings.
- _____ I try to be tolerant of people who are different from me.
- _____ I will choose not to do something that may be considered mean or hurtful.
- _____ 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 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 choose to be around people with similar values to mine.

EDUCATION

- _____ I attend classes regularly.
- _____ I complete assignments on time.
- _____ I study for tests.
- _____ My grades are C's or better.
- _____ If I am doing all this and my grades are still low, I get help.
- _____ I can maintain motivation to do well throughout the semester.
- _____ My education is important to me.
- _____ I know how I learn best.
- _____ I know my strengths and weaknesses around academics.
- _____ I enjoy learning.
- _____ There are some subjects I really get interested in.
- _____ I can see myself in a career someday.
- _____ I'll drop a course in plenty of time so that I don't get stuck with a bad grade like a D or an F.
- _____ I get tutoring as I need it.
- _____ I compensate to minimize my weaknesses, such as tape record a lecture if I have trouble taking notes.
- _____ I will go to a teacher for help if necessary.
- _____ I get to know some of my teachers/professors.

EMPLOYMENT

- _____ I have held a full-time job for at least a summer.
- _____ I have not been fired.
- _____ I have not quit without notice.
- _____ I have worked part-time while I attended school.
- _____ Previous employers would hire me again--at least half of them.
- _____ I get to work on time.
- _____ I can stay with a 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 keep track of my limits so that I don't over-extend myself.
- _____ 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.