

# GUIDING YOUR SUCCESS TOOL



The *Guiding Your Success Tool* helps youth and young adults think about and plan for the future. Youth can work on this tool by themselves, with peers, or with a caring adult. The tool does not have to be completed all at once or in one day. It can be done in sections or a couple of questions at a time.

## Guidepost 1: School-Based Preparatory Experiences

*...All youth need to participate in educational programs grounded in standards, clear performance expectations, and graduation exit options...*

1. Please list your goals in each bubble and answer the questions below. If you are in high school, complete both bubbles. If you are out of high school, complete the bubble on the right.

### High School Goals:

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### Post-High School Goals:

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2. What resources will you need to reach your education goals?

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3. What actions can you take—including classes and activities in and out of school—to prepare to achieve your goals?

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## Guidepost 2: Career Preparation and Work-Based Learning Experiences

*In order to identify and attain career goals, youth need opportunities to explore their own interests, skills, and values; to explore various careers and related education and training requirements; and to develop career planning and management skills.*

### 1. SELF- EXPLORATION

What do you already know about yourself? What do you like (your interests)? What are you good at (your skills)? What is important to you (your values)?

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What activities, organizations, and people could help you learn more about yourself?

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### 2. CAREER EXPLORATION

What careers do you already know about? What careers would you like to learn more about? How are these careers related to your interests, skills, and values (what you like, what you are good at, and what you think is important)?

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What types of things have you done to learn about these careers?  
What skills, education, training, and experiences do you need to work in careers that interest you?

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What activities, organizations, and people could help you explore various career options?

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### 3. CAREER PLANNING & MANAGEMENT

What paid or unpaid work experiences have you had? What opportunities have you had to learn and practice various skills needed to get a job and start your career?

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What activities, organizations, and people could help you get work experiences and skills?

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4. Which people, organizations, or programs in your community can help you learn about:
- a. What employers will look for and expect in you when you apply for a job (work readiness skills)
  - b. How to find and apply for a job and successfully interview
  - c. Whether, when, and how to request disability-related accommodations and support as needed
  - d. How employment may affect disability benefits (benefits planning)

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### **Guidepost 3: Youth Development and Leadership**

*...All youth need opportunities to develop and exercise leadership and build a full range of competencies that will help them become successful adults.*

1. Do you have a mentor in your community?

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2. Are you a mentor, and how does being a mentor help you grow as a leader? Do you have friends who support you to achieve your goals?

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3. What community service activities or organizations are you a part of?

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4. What skills would you like to develop that will help you to be a better leader and how?

Skills to develop:	How will this skill help me become a better leader?
1.	
2.	
3.	

5. What activities, people (including potential mentors), or organizations in your community could help you develop competencies (skills and knowledge) you need for success in life?

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#### Guidepost 4: Connecting Activities

*Young people need to be connected to programs, services, activities, and supports that help them gain access to chosen post-school options.*

1. Do you need any of the following services to help you as you transition? **Please circle all that apply:**

Mental Health

Physical health

Transportation

Housing

Tutoring

Financial planning and management

Post-high school/adult services

2. Are there other services, such as recreational services, that you would like to be connected to?

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3. What people or organizations in your community could you contact to get these services?

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4. What steps do you need to take to get connected to services? Do you need to fill out any forms or get any assessments? Do you need to get any documentation?

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### **Guidepost 5: Family Involvement and Supports**

*All youth need the support of parents, family members, and other caring adults.*

1. Who are the people in your life providing you with support as you transition?

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2. In what ways do these people provide support?

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3. Are there other people you think could support you and your success?

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The National Collaborative on Workforce and Disability for Youth (NCWD/Youth) is composed of partners with expertise in disability, education, employment, and workforce development issues. NCWD/Youth is housed at the Institute for Educational Leadership in Washington, DC. NCWD/Youth is charged with assisting state and local workforce development systems to integrate youth with disabilities into their service strategies. To obtain this publication in an alternate format please contact the Collaborative at 877-871-0744 toll free or email [contact@ncwd-youth.info](mailto:contact@ncwd-youth.info). The *Guiding Your Success Tool* is modeled after the *Guideposts for Success*. All publications are posted on the NCWD/Youth website at [www.ncwd-youth.info](http://www.ncwd-youth.info). Please visit our site to sign-up to be notified of future publications.

This document was developed by the National Collaborative on Workforce and Disability for Youth, funded by a grant/contract/cooperative agreement from the U.S. Department of Labor, Office of Disability Employment Policy (Number #OD-23804-12-75-4-11). The opinions expressed herein do not necessarily reflect the position or policy of the U.S. Department of Labor. Nor does mention of trade names, commercial products, or organizations imply the endorsement by the U.S. Department of Labor. Individuals may produce any part of this document. Please credit the source and support of federal funds.

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