My SKILL TREE™ Action Journal

Name: | Grade:



CAREER TREE®

AUTHORED BY markcperna

GRADES K–2

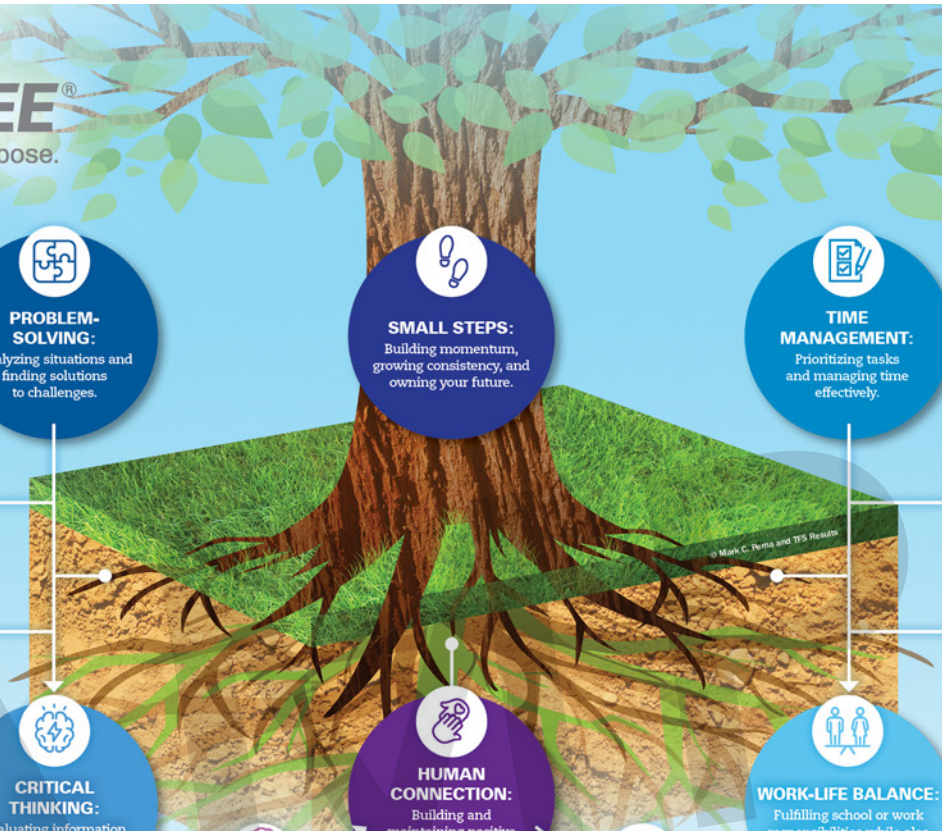
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CAREER TREE®

Education with Purpose.



COMMUNICATION: The ability to convey information clearly and effectively.

ACTIVE LISTENING: Fully concentrating and engaging with the speaker.

EMPATHY: Understanding and sharing the feelings of others.

LEADERSHIP: Guiding and inspiring others to work towards a shared vision.

TEAMWORK: Working well with others to achieve a common goal.

ADAPTABILITY: Adjusting to new conditions or changes to plans.

PROBLEM-SOLVING: Analyzing situations and finding solutions to challenges.

CRITICAL THINKING: Evaluating information and arguments logically.

SMALL STEPS: Building momentum, growing consistency, and owning your future.

HUMAN CONNECTION: Building and maintaining positive relationships with others.

COPING: Managing stressors and challenges to maintain emotional well-being.

SELF-MANAGEMENT: Effectively regulating emotions, thoughts, and behaviors in various situations.

EMOTIONAL INTELLIGENCE: Understanding and managing your own emotions and those of others.

TIME MANAGEMENT: Prioritizing tasks and managing time effectively.

WORK-LIFE BALANCE: Fulfilling school or work responsibilities while also prioritizing personal well-being.

NETWORKING: Building relationships and connections that help both sides.

CREATIVITY: Thinking outside the box to generate new ideas.

PUNCTUALITY: Respecting self and others by consistently being on time.

NEGOTIATION: Reaching win-win agreements through respectful dialogue.

CONFLICT RESOLUTION: Navigating and resolving disagreements constructively.

BULLY-PROOF: Resisting, avoiding, or responding to bullying with resilience and confidence.

SKILL TREE™: MY COMPETITIVE ADVANTAGE

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For **Career Tree®** tools and materials please visit **TFSresults.com** and call our team at 330.840.2680.

SKILL TREE™

Welcome to Your Personal Skill Tree Action Journal!

This Action Journal is **YOUR** place to record your own Skill Tree journey.
By drawing or writing, you can reflect on how far you've come.

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Inside Back Cover: Your Student Skill Chart
Track your progress!
As you get better at each skill on this tree, color it in or put a Skill Sticker on it. Fill up your Skill Tree as you build your personal competitive advantage!

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1. The Magic of Small Steps | Let's Learn This Skill!

PART 1

THE MAGIC OF SMALL STEPS:

This skill helps us take little steps every day to grow and reach the life we imagine.

What This Means:

Taking small steps every day helps us grow and feel proud of our progress.

3 Big Ideas:

- One small step at a time
- Keep going, even slow
- Every step helps us grow

Talk About It!

1. When have you taken a small step to do something new?
2. What small step could you try today?

Draw About It! Can you draw yourself using this skill?

What are you doing? How do you feel?

(▲ Can you draw yourself using this skill? Use the space above.)

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1. The Magic of Small Steps | I Can Use This Skill!

PART 2

My Magic Step:

Here's one thing I can try:_____

_____

(▲ Use the space above to write or draw your answer.)

Someone Who Helps Me:

Draw or write someone who helps you take small steps:_____

_____

(▲ Use the space above to write or draw your answer.)

Where I Can Use It:

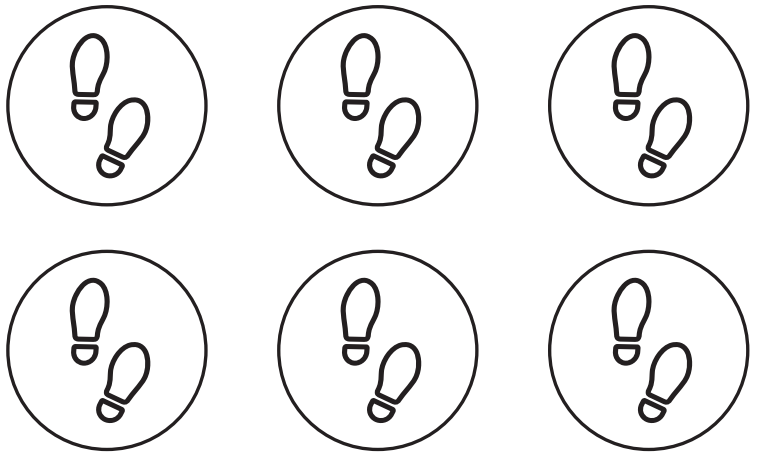
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2. The Magic of Human Connection | Let's Learn This Skill!

PART 1

THE MAGIC OF HUMAN CONNECTION:

This skill helps us be kind, work together, and feel close to people who care.

What This Means:

Human connection helps us build strong friendships and feel connected with others.

3 Big Ideas:

- Be kind and include others
- Listen and care about how people feel
- Use words to connect and help

Talk About It!

1. Who do you feel close to and why?
2. How do we show kindness and care to others?

Draw About It! Can you draw yourself connecting with someone?

What are you doing together? How do you feel?

(▲ Can you draw yourself using this skill? Use the space above.)

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2. The Magic of Human Connection | I Can Use This Skill!

PART 2

My Magic Step:

Here's one thing I can try to feel more connected:_____

_____

(▲ Use the space above to write or draw your answer.)

Someone Who Helps Me:

Draw or write someone who helps you feel connected:_____

_____

(▲ Use the space above to write or draw your answer.)

Where I Can Use It:

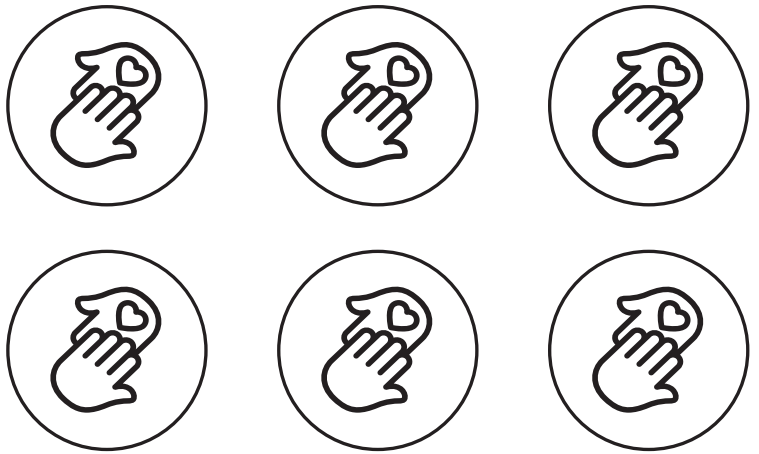
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3. The Magic of Self-Management | Let's Learn This Skill!

PART 1

THE MAGIC OF SELF-MANAGEMENT:

This skill helps us stay calm, make good choices, and do what we need to do.

What This Means:

Self-management helps us pause, think, and take care of what we need to do—especially when big feelings show up.

3 Big Ideas:

- Take deep breaths when you feel upset
- Pause and think before acting
- Try your best to follow through

Talk About It!

1. What helps you stay calm when you feel big feelings?
2. What's something you try to do all by yourself?

Draw About It! Can you draw yourself staying calm and making a good choice?

What happened? What did you do?

(▲ Can you draw yourself using this skill? Use the space above.)

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3. The Magic of Self-Management | I Can Use This Skill!

PART 2

My Magic Step:

Here's one thing I can do to stay calm or on track:_____

_____

(▲ Use the space above to write or draw your answer.)

Someone Who Helps Me:

Draw or write someone who helps you stay calm or focused:_____

_____

(▲ Use the space above to write or draw your answer.)

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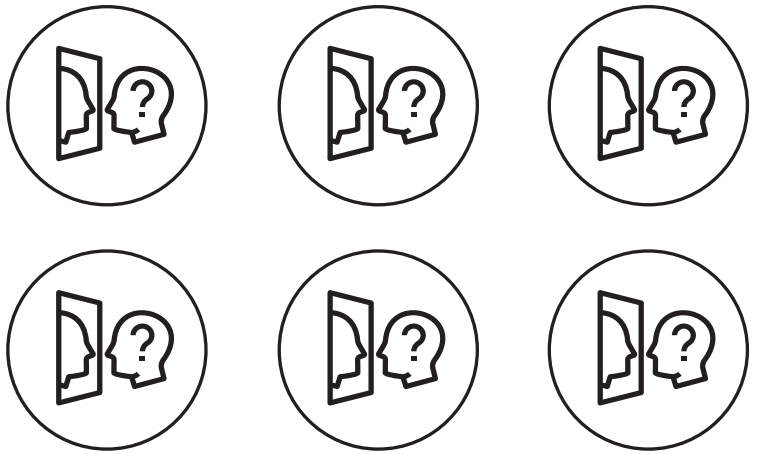
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4. The Magic of Emotional Intelligence | Let's Learn This Skill!

PART 1

THE MAGIC OF EMOTIONAL INTELLIGENCE:

This skill helps us notice our feelings, understand them, and care about how others feel too.

What This Means:

Emotional intelligence helps us understand our own feelings and be kind to others who have big feelings too.

3 Big Ideas:

- Feelings come and go—it's okay
- You can name what you feel
- You can help others feel better too

Talk About It!

1. What are some feelings you've had today?
2. What helps you feel better when you're upset?

Draw About It! Can you draw a time when you had a big feeling?

What did you feel? What helped you?

(▲ Can you draw yourself using this skill? Use the space above.)

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4. The Magic of Emotional Intelligence | I Can Use This Skill!

PART 2

My Magic Step:

Here's one thing I can do to notice or help with feelings:_____

_____

(▲ Use the space above to write or draw your answer.)

Someone Who Helps Me:

Draw or write someone who helps you with your feelings:_____

_____

(▲ Use the space above to write or draw your answer.)

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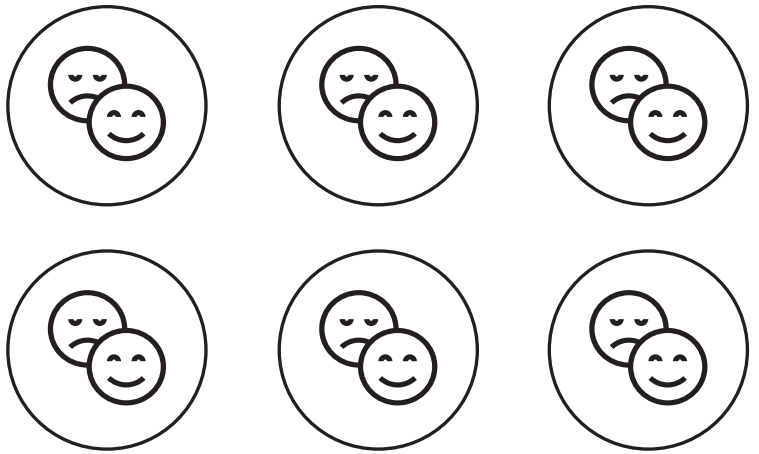
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5. The Magic of Coping | Let's Learn This Skill!

PART 1

THE MAGIC OF COPING:

This skill helps us handle big feelings, changes, and tough moments in a healthy way.

What This Means:

Coping helps us calm down, feel better, and keep going when something feels hard.

3 Big Ideas:

- Take deep breaths when you feel upset
- Use music, movement, or quiet time to feel better
- Talk to someone who cares

Talk About It!

1. What helps you when you feel mad, sad, or worried?
2. What does your body feel like when you need to calm down?

Draw About It! Can you draw something that helps you feel better when you're upset?

What do you do? Where are you?

(▲ Can you draw yourself using this skill? Use the space above.)

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5. The Magic of Coping | I Can Use This Skill!

PART 2

My Magic Step:

Here's one thing I can try next time I need to feel better:_____

_____

(▲ Use the space above to write or draw your answer.)

Someone Who Helps Me:

Draw or write someone who helps you when you're having a hard day:_____

_____

(▲ Use the space above to write or draw your answer.)

Where I Can Use It:

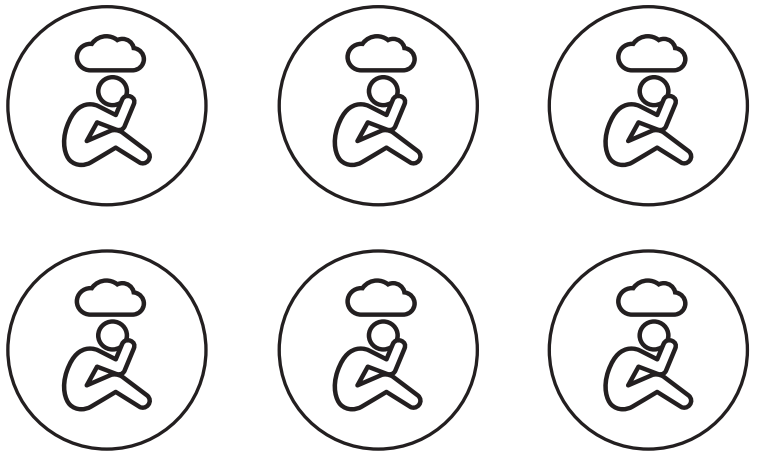
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6. The Magic of Communication | Let's Learn This Skill!

PART 1

THE MAGIC OF COMMUNICATION:

This skill helps us share our thoughts, feelings, and needs with others in kind and clear ways.

What This Means:

Communication helps us use our words, faces, hands, and voices to connect with others and be understood.

3 Big Ideas:

- Use your words to say what you need
- Show kind faces and body language
- Listen as much as you talk

Talk About It!

1. When is it hard to say what you need?
2. What helps you listen to someone else?

Draw About It! Can you draw a time when you talked and listened with someone?

Who were you with? What did you talk about?

(▲ Can you draw yourself using this skill? Use the space above.)

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6. The Magic of Communication | I Can Use This Skill!

PART 2

My Magic Step:

Here's one thing I can try to share or listen better:_____

_____

(▲ Use the space above to write or draw your answer.)

Someone Who Helps Me:

Draw or write someone who helps you share or listen:_____

_____

(▲ Use the space above to write or draw your answer.)

Where I Can Use It:

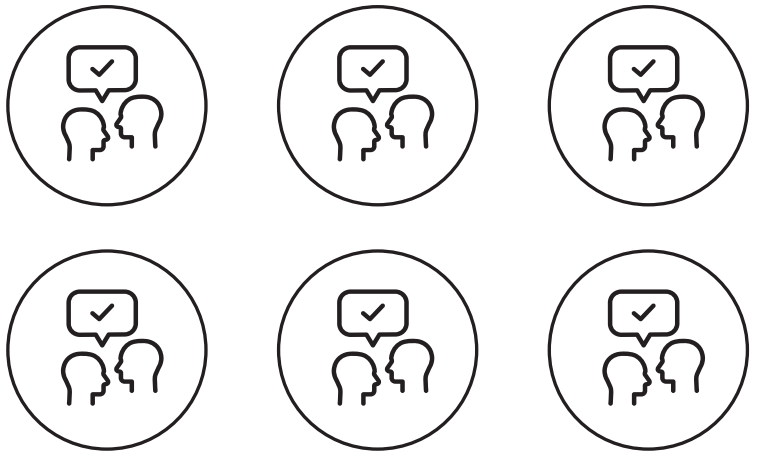
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7. The Magic of Active Listening | Let's Learn This Skill!

PART 1

THE MAGIC OF ACTIVE LISTENING:

This skill helps us listen with our whole body so others feel seen, heard, and understood.

What This Means:

Active listening helps us focus, care, and show we're listening with our ears, eyes, hearts, and minds.

3 Big Ideas:

- Listen with your ears and heart
- Face the speaker when it feels respectful
- Wait and think before talking

Talk About It!

1. What helps you listen carefully to someone?
2. How do others act when they know you're listening?

Draw About It! Can you draw yourself listening to someone?

Who are you listening to? What are they saying?

(▲ Can you draw yourself using this skill? Use the space above.)

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7. The Magic of Active Listening | I Can Use This Skill!

PART 2

My Magic Step:

Here's one thing I can do to be a better listener:_____

_____

(▲ Use the space above to write or draw your answer.)

Someone Who Helps Me:

Draw or write someone who helps you become a great listener:_____

_____

(▲ Use the space above to write or draw your answer.)

Where I Can Use It:

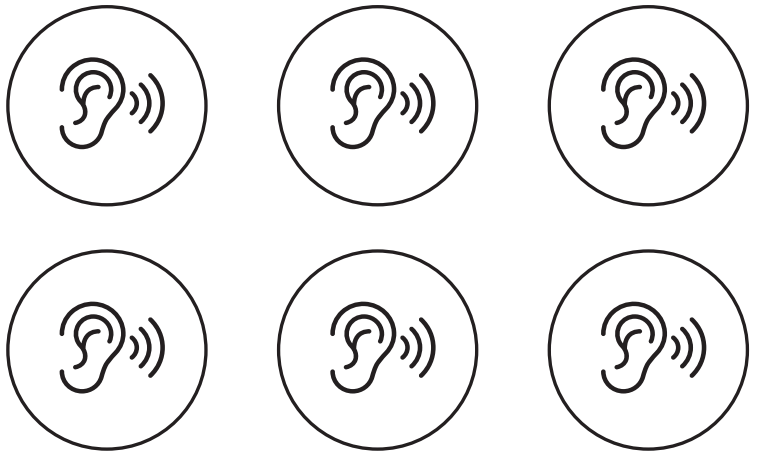
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8. The Magic of Empathy | Let's Learn This Skill!

PART 1

THE MAGIC OF EMPATHY:

This skill helps us understand how others feel and show we care with kind words and actions.

What This Means:

Empathy helps us imagine how someone else is feeling and choose to be kind and helpful.

3 Big Ideas:

- Try to feel what someone else feels
- Ask how they're doing
- Be kind, gentle, and helpful

Talk About It!

1. What does it look like when someone feels sad or left out?
2. What can you do to show kindness and care?

Draw About It! Can you draw a time you helped someone feel better?

What happened? How did they feel afterward?

(▲ Can you draw yourself using this skill? Use the space above.)

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8. The Magic of Empathy | I Can Use This Skill!

PART 2

My Magic Step:

Here's one thing I can do to show empathy today:_____

_____

(▲ Use the space above to write or draw your answer.)

Someone Who Helps Me:

Draw or write someone who helps you care for others:_____

_____

(▲ Use the space above to write or draw your answer.)

Where I Can Use It:

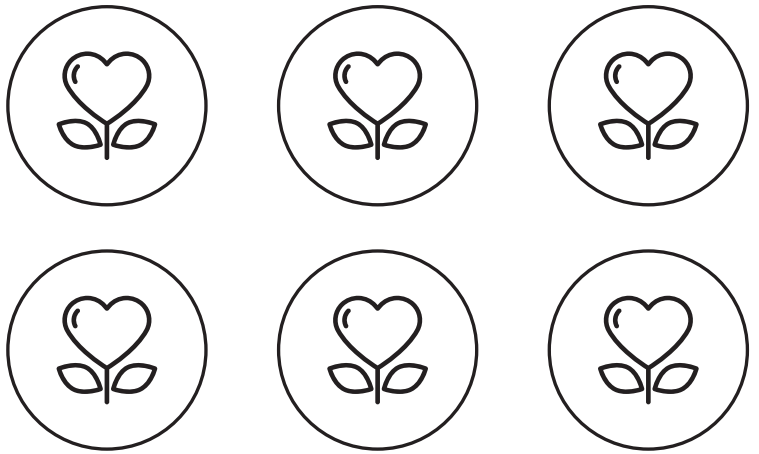
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9. The Magic of Leadership | Let's Learn This Skill!

PART 1

THE MAGIC OF LEADERSHIP:

This skill helps us guide others in kind, brave, and helpful ways to reach a goal together.

What This Means:

Leadership helps us set a good example, speak up with kindness, and include others when we play or work.

3 Big Ideas:

- Be a helper and include others
- Speak kindly and clearly
- Show the way with actions

Talk About It!

1. When have you been a leader before?
2. What makes a leader kind and fair?

Draw About It! Can you draw yourself being a leader?

What are you doing? Who are you helping?

(▲ Can you draw yourself using this skill? Use the space above.)

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9. The Magic of Leadership | I Can Use This Skill!

PART 2

My Magic Step:

Here's one way I can be a leader today:_____

_____

(▲ Use the space above to write or draw your answer.)

Where I Can Use It:

❑ At home ❑ On a team ❑ Other:_____

❑ At school ❑ With family _____

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Someone Who Helps Me:

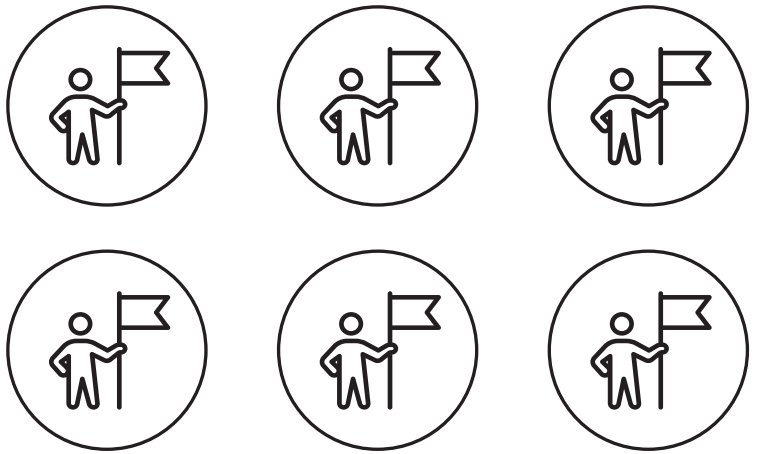
Draw or write someone who teaches you how to be a good leader:_____

_____

(▲ Use the space above to write or draw your answer.)

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10. The Magic of Teamwork | Let's Learn This Skill!

PART 1

THE MAGIC OF TEAMWORK:

This skill helps us work and play well with others by sharing, helping, and solving problems together.

What This Means:

Teamwork helps us take turns, listen, and work together with others to reach a goal or have fun.

3 Big Ideas:

- Share and take turns
- Listen and include others
- Help the team win together

Talk About It!

1. What does teamwork look like to you?
2. What can you do when a teammate feels left out?

Draw About It! Can you draw yourself being part of a team?

What are you doing together? How does it feel?

(▲ Can you draw yourself using this skill? Use the space above.)

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10. The Magic of Teamwork | I Can Use This Skill!

PART 2

My Magic Step:

Here's one way I can be a great teammate today:_____

_____

(▲ Use the space above to write or draw your answer.)

Someone Who Helps Me:

Draw or write someone you love being on a team with:_____

_____

(▲ Use the space above to write or draw your answer.)

Where I Can Use It:

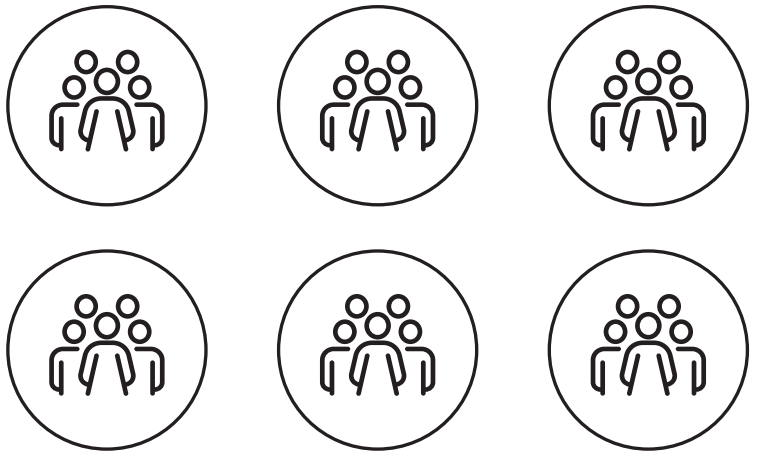
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11. The Magic of Adaptability | Let's Learn This Skill!

PART 1

THE MAGIC OF ADAPTABILITY:

This skill helps us stay calm and flexible when things change or don't go the way we expect.

What This Means:

Adaptability helps us go with the flow, try new things, and stay okay when plans or rules change.

3 Big Ideas:

- Try again when something changes
- Stay calm and take a breath
- Learn new ways to do things

Talk About It!

1. What do you do when plans suddenly change?
2. How does your body feel when you have to try something new?

Draw About It! Can you draw a time when something changed but you kept going?

What happened? What did you do?

(▲ Can you draw yourself using this skill? Use the space above.)

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11. The Magic of Adaptability | I Can Use This Skill!

PART 2

My Magic Step:

Here's one way I can stay flexible today:_____

_____

(▲ Use the space above to write or draw your answer.)

Where I Can Use It:

❑ At home ❑ On a team ❑ Other:_____

❑ At school ❑ With family _____

(▲ Use the space above to write or draw your answer.)

Someone Who Helps Me:

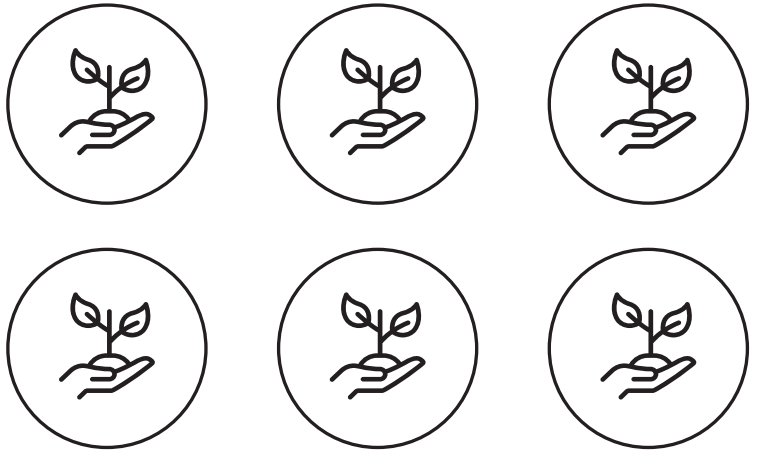
Draw or write someone who helps you stay calm and flexible:_____

_____

(▲ Use the space above to write or draw your answer.)

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12. The Magic of Problem-Solving | Let's Learn This Skill!

PART 1

THE MAGIC OF PROBLEM-SOLVING:

This skill helps us stop, think, and try different ways to fix a problem or make something better.

What This Means:

Problem-solving helps us figure out what's wrong, think of ideas, and try to make things better—step by step.

3 Big Ideas:

- Stop and think before acting
- Look for what's causing the problem
- Try one small step to fix it

Talk About It!

1. What do you do when something is hard or broken?
2. Who can help you think of a good idea when you're stuck?

Draw About It! Can you draw a time when you solved a problem?

What was the problem? What did you do?

(▲ Can you draw yourself using this skill? Use the space above.)

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12. The Magic of Problem-Solving | I Can Use This Skill!

PART 2

My Magic Step:

Here's one way I can solve a problem today:_____

_____

(▲ Use the space above to write or draw your answer.)

Someone Who Helps Me:

Draw or write someone who helps you solve problems:_____

_____

(▲ Use the space above to write or draw your answer.)

Where I Can Use It:

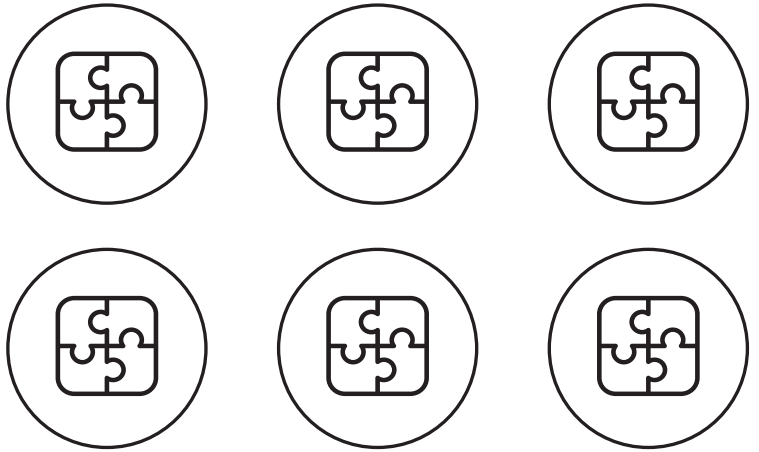
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13. The Magic of Critical Thinking | Let's Learn This Skill!

PART 1

THE MAGIC OF CRITICAL THINKING:

This skill helps us think clearly, ask questions, and make smart choices every day.

What This Means:

Critical thinking helps us use our brainpower to think things through, spot clues, and decide what makes the most sense.

3 Big Ideas:

- Ask questions when you're unsure
- Think before you act
- Look at all the clues before choosing

Talk About It!

1. What helps you make a smart choice?
2. When is it important to ask questions?

Draw About It! Can you draw a time you used your brain to figure something out?

What did you notice? What did you decide?

(▲ Can you draw yourself using this skill? Use the space above.)

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13. The Magic of Critical Thinking | I Can Use This Skill!

PART 2

My Magic Step:

Here's one way I can think things through today:_____

_____

(▲ Use the space above to write or draw your answer.)

Someone Who Helps Me:

Draw or write someone who helps you think things through:_____

_____

(▲ Use the space above to write or draw your answer.)

Where I Can Use It:

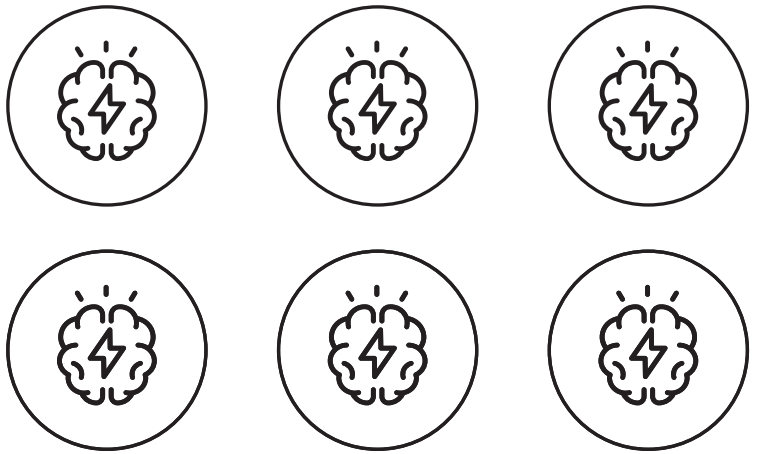
❑ At home ❑ On a team ❑ Other:_____

❑ At school ❑ With family _____

(▲ Use the space above to write or draw your answer.)

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14. The Magic of Time Management | Let's Learn This Skill!

PART 1

THE MAGIC OF TIME MANAGEMENT:

This skill helps us plan our time, finish tasks, and still have fun doing what we love.

What This Means:

Time management helps us use our time wisely by starting things on time, staying focused, and knowing when to take breaks.

3 Big Ideas:

- Start what needs to be done
- Finish one thing before the next
- Save time for fun and rest

Talk About It!

1. What helps you remember what to do first?
2. How does it feel when you finish something on time?

Draw About It! Can you draw a time when you used your time well?

What did you do first? What came next?

(▲ Can you draw yourself using this skill? Use the space above.)

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14. The Magic of Time Management | I Can Use This Skill!

PART 2

My Magic Step:

Here's one way I can manage my time today:_____

_____

(▲ Use the space above to write or draw your answer.)

Someone Who Helps Me:

Draw or write someone who helps you stay on track:_____

_____

(▲ Use the space above to write or draw your answer.)

Where I Can Use It:

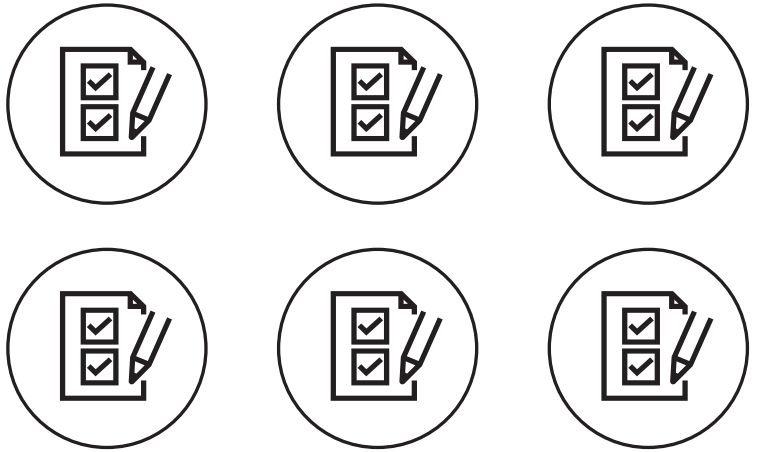
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15. The Magic of Work-Life Balance | Let's Learn This Skill!

PART 1

THE MAGIC OF WORK-LIFE BALANCE:

This skill helps us find time to work, play, rest, and take care of ourselves every day.

What This Means:

Work-life balance helps us do the things we need to do—like chores or schoolwork—and also make space for fun, family, and quiet time.

3 Big Ideas:

- Do your work first
- Make time to play and relax
- Rest when your body needs it

Talk About It!

1. What helps you balance work and play?
2. What do you like to do when your work is done?

Draw About It! Can you draw a day with both work and play in it?

What do you do to feel proud? What helps you feel happy and rested?

(▲ Can you draw yourself using this skill? Use the space above.)

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15. The Magic of Work-Life Balance | I Can Use This Skill!

PART 2

My Magic Step:

Here's one way I can balance my day today:_____

_____

(▲ Use the space above to write or draw your answer.)

Someone Who Helps Me:

Draw or write someone who helps you balance work and fun:_____

_____

(▲ Use the space above to write or draw your answer.)

Where I Can Use It:

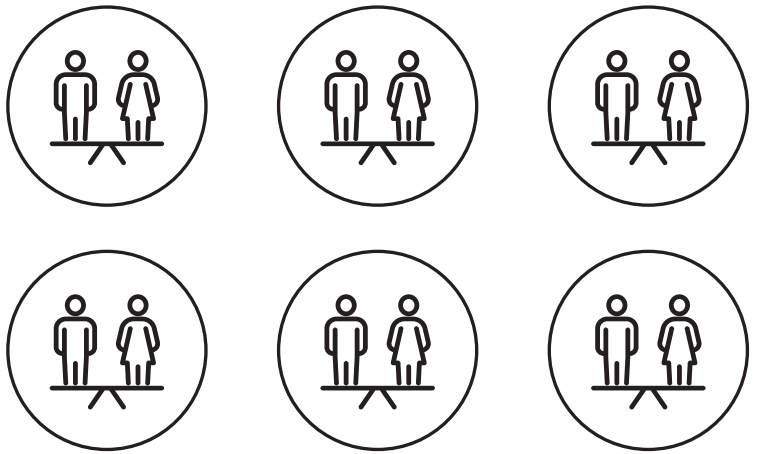
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16. The Magic of Networking | Let's Learn This Skill!

PART 1

THE MAGIC OF NETWORKING:

This skill helps us meet new people, make friends, and learn from others by talking, sharing, and listening.

What This Means:

Networking helps us talk to new people, ask questions, and build friendships that help us grow and learn.

3 Big Ideas:

- Say hello and learn names
- Ask others what they know
- Build friendships that help everyone

Talk About It!

1. How do you feel when meeting someone new?
2. What do you say to start a new friendship?

Draw About It! Can you draw yourself meeting someone new?

What did you say? What did you learn or enjoy?

(▲ Can you draw yourself using this skill? Use the space above.)

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16. The Magic of Networking | I Can Use This Skill!

PART 2

My Magic Step:

Here's one way I can connect with someone new today:_____

_____

(▲ Use the space above to write or draw your answer.)

Someone Who Helps Me:

Draw or write someone who helps you meet new people:_____

_____

(▲ Use the space above to write or draw your answer.)

Where I Can Use It:

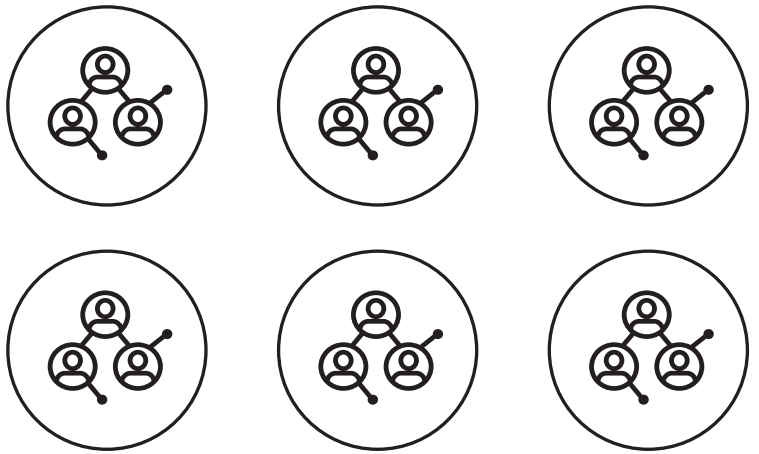
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17. The Magic of Creativity | Let's Learn This Skill!

PART 1

THE MAGIC OF CREATIVITY:

This skill helps us use our imagination to create, explore, and solve problems in fun and new ways.

What This Means:

Creativity helps us dream up ideas, try new things, and think of fun or different ways to do something.

3 Big Ideas:

- Use your imagination
- Try new and fun ideas
- Think in your own way

Talk About It!

1. When do you feel most creative?
2. What's something fun you've imagined or made?

Draw About It! Can you draw something you made or imagined?

Was it a picture, game, story, or invention?

(▲ Can you draw yourself using this skill? Use the space above.)

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17. The Magic of Creativity | I Can Use This Skill!

PART 2

My Magic Step:

Here's one way I can be creative today:_____

_____

(▲ Use the space above to write or draw your answer.)

Someone Who Helps Me:

Draw or write someone who encourages your creativity:_____

_____

(▲ Use the space above to write or draw your answer.)

Where I Can Use It:

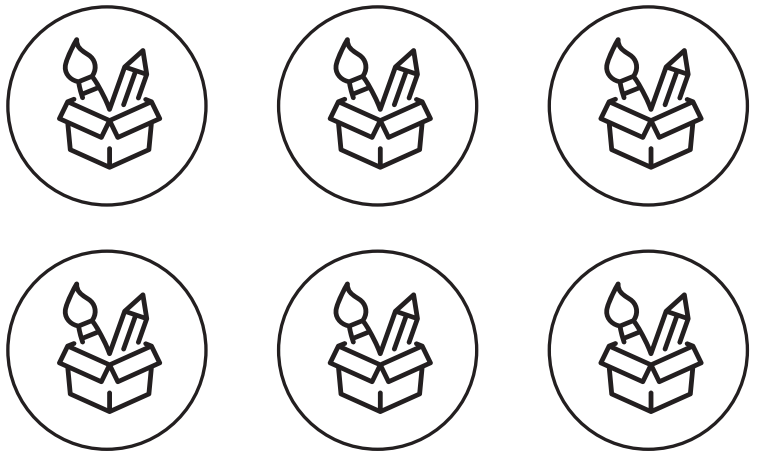
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18. The Magic of Punctuality | Let's Learn This Skill!

PART 1

THE MAGIC OF PUNCTUALITY:

This skill helps us be on time, ready, and respectful of other people's time.

What This Means:

Punctuality helps us arrive on time, be prepared, and show others we care by being ready when they need us.

3 Big Ideas:

- Be ready when it's time
- Get what you need ahead of time
- Being on time shows you care

Talk About It!

1. How does it feel to be on time?
2. What do you do to get ready quickly?

Draw About It! Can you draw a time when you were ready and on time?

What helped you be on time?

(▲ Can you draw yourself using this skill? Use the space above.)

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18. The Magic of Punctuality | I Can Use This Skill!

PART 2

My Magic Step:

Here's one way I can be on time today:_____

_____

(▲ Use the space above to write or draw your answer.)

Someone Who Helps Me:

Draw or write someone who helps you be on time:_____

_____

(▲ Use the space above to write or draw your answer.)

Where I Can Use It:

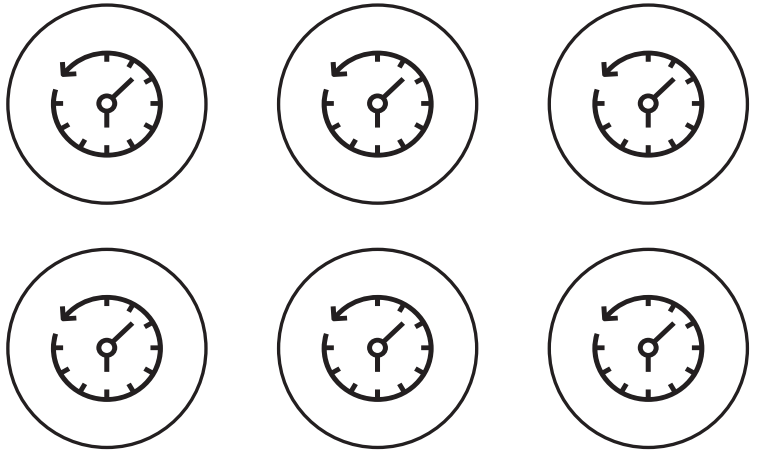
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(▲ Use the space above to write or draw your answer.)

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19. The Magic of Negotiation | Let's Learn This Skill!

PART 1

THE MAGIC OF NEGOTIATION:

This skill helps us talk, listen, and work together to find a fair solution when we want different things.

What This Means:

Negotiation helps us share our ideas, listen to others, and come up with a plan that works for everyone.

3 Big Ideas:

- Use kind words to share what you want
- Listen to what others need
- Find a way to be fair together

Talk About It!

1. What helps you stay calm when solving a disagreement?
2. How do you know when something is fair?

Draw About It! Can you draw a time you and someone else figured out a fair plan?

What did each person want? How did you solve it?

(▲ Can you draw yourself using this skill? Use the space above.)

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19. The Magic of Negotiation | I Can Use This Skill!

PART 2

My Magic Step:

Here's one way I can work out a fair plan today:_____

_____

(▲ Use the space above to write or draw your answer.)

Someone Who Helps Me:

Draw or write someone who helps you solve disagreements:_____

_____

(▲ Use the space above to write or draw your answer.)

Where I Can Use It:

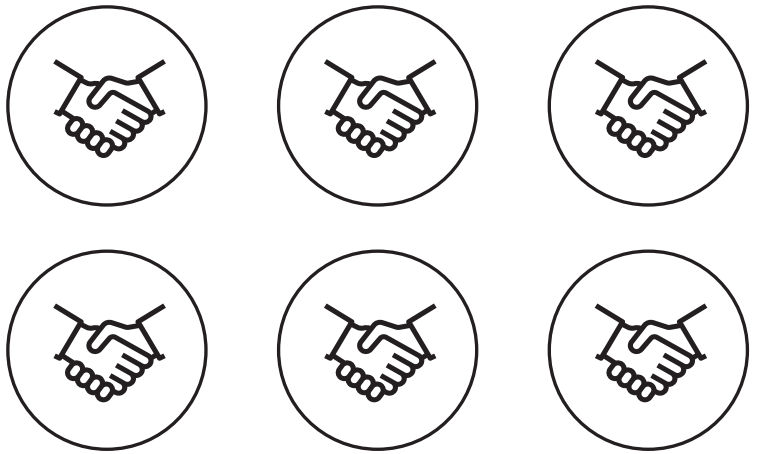
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(▲ Use the space above to write or draw your answer.)

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20. The Magic of Conflict Resolution | Let's Learn This Skill!

PART 1

THE MAGIC OF CONFLICT RESOLUTION:

This skill helps us stay calm, solve problems with others, and fix hurt feelings.

What This Means:

Conflict resolution helps us take a deep breath, listen, talk it out, and make peace when someone is upset or things go wrong.

3 Big Ideas:

- Take a breath before reacting
- Use calm words to explain how you feel
- Find a way to fix the problem together

Talk About It!

1. What can you do if someone makes you upset?
2. How do you help someone else feel better after a problem?

Draw About It! Can you draw a time when you worked out a problem with someone?

What happened? What helped make it better?

(▲ Can you draw yourself using this skill? Use the space above.)

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20. The Magic of Conflict Resolution | I Can Use This Skill!

PART 2

My Magic Step:

Here's one way I can solve a conflict kindly today:_____

_____

(▲ Use the space above to write or draw your answer.)

Someone Who Helps Me:

Draw or write someone who helps you solve problems with others:_____

_____

(▲ Use the space above to write or draw your answer.)

Where I Can Use It:

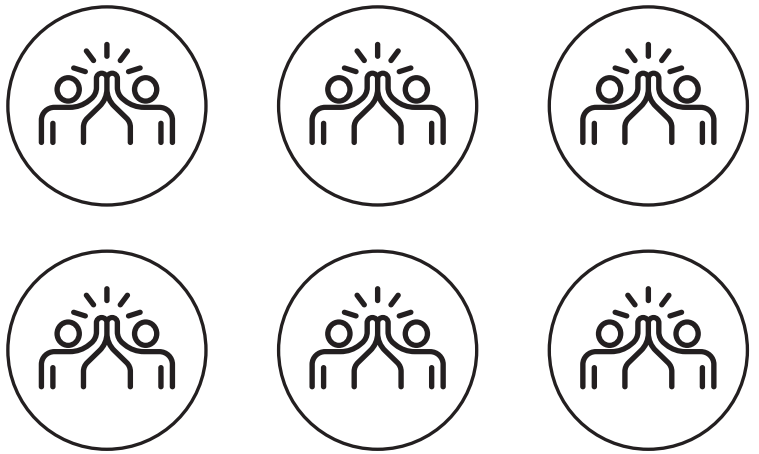
❑ At home ❑ On a team ❑ Other:_____

❑ At school ❑ With family _____

(▲ Use the space above to write or draw your answer.)

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21. The Magic of Being Bully-Proof | Let's Learn This Skill!

PART 1

THE MAGIC OF BEING BULLY-PROOF:

This skill helps us stay strong, speak up, and get help if someone is unkind or unfair.

What This Means:

Being bully-proof helps us know what to do if someone is being mean, hurtful, or unfair. We can stay calm, speak up, and ask a trusted adult for help.

3 Big Ideas:

- Say "Stop" with confidence
- Walk away if someone is being unkind
- Tell a grown-up who can help

Talk About It!

1. What can you say if someone is being unkind?
2. Who is a safe grown-up you can talk to?

Draw About It! Can you draw a time when you stayed brave or helped someone else?

What happened? Who did you tell?

(▲ Can you draw yourself using this skill? Use the space above.)

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21. The Magic of Being Bully-Proof | I Can Use This Skill!

PART 2

My Magic Step:

Here's one way I can stay strong or help someone today:_____

_____

(▲ Use the space above to write or draw your answer.)

Where I Can Use It:

❑ At home ❑ On a team ❑ Other:_____

❑ At school ❑ With family _____

(▲ Use the space above to write or draw your answer.)

Someone Who Helps Me:

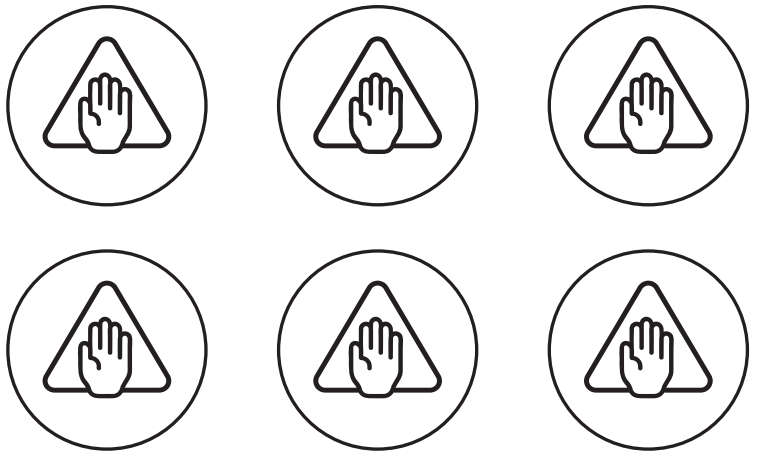
Draw or write someone who helps you feel safe and strong:_____

_____

(▲ Use the space above to write or draw your answer.)

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REFLECTION:

You did it, you completed the journal! Now show what you have learned with your own picture or words.

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PROJECTION:

Going into next year, how will you use your new skills? Draw or write your thoughts.

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Track your progress! As you get better at each skill on this tree, color it in or put a Skill Sticker on it. Fill up your Skill Tree as you build your personal competitive advantage!



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