



- 1 **1. Housing**
- 2
- 3 **2. Issues**
- 4 - Legal
- 5 - Photo Id (Drivers License/State Id Card)
- 6 - Voter Registration (when eligible)
- 7
- 8 **3. Counseling**
- 9 Drug & Alcohol Family Children
- 10 Quit Smoking
- 11
- 12
- 13 **4. Information Resources**
- 14 State/County Programs Dept. of Labor Programs (Bonding/Employer Tax Credits)
- 15 Nonprofit organizations
- 16
- 17 **5. Work**
- 18 Resumes/Cover Letters Job Hunting/Interviews
- 19 Job Responsibility Job Training/Tech. Schools
- 20 Know your Job Description/What's expected of you
- 21 Salary/Hours/Overtime Sick Time/Holidays/Vacation
- 22 Keep Track of your Hours/Punch in-out if required
- 23 When do you get paid (weekly/2Wks/Monthly)
- 24 Any pay withheld when starting
- 25
- 26 **6. Family Finances**
- 27 QuickBooks Banking/Balance Check Book Budgeting
- 28 Paying Bills IRS/Income Tax Child Support & other debts
- 29 Set Up Files Record Keeping Receipts/statements
- 30
- 31
- 32 **7. Computer Training**
- 33 Windows Internet Explorer E-mail
- 34 Word Pass Words Back Ups
- 35
- 36 **8. Files for Important Papers**
- 37 Prison/Parole Lawyer Birth Certificate
- 38 Wills Living Trust
- 39 Warranties Instruction Books Subscriptions (with Expiration Date)
- 40
- 41 **9. Misc.**
- 42 Keep a calendar for appointments, notes & record of activity
- 43 Phone List
- 44 ToDo / Work List
- 45