It has often been said that if you find a job you love, you’ll never work a day in your life.

1. Make a list of things you enjoy doing.
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2. Make a list of things that come easy to you but are difficult for other people.
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Review your two lists above and think about where you might put those skills and interest to use in the workforce or as a volunteer. For example, if you listed sports as something you enjoy doing, you might volunteer to coach a little league team or at a summer camp. Churches are often looking for recreation volunteers. If you enjoy reading, you might find employment or volunteer opportunities at a bookstore, daycare or library. Think outside the box.

3. Make a list of places or groups that might benefit from my interests and skills:
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4. Make a list of skills you would like to develop or careers you would like to explore.
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5. Make a list of businesses and organizations that currently employ staff with the skills and careers you desire.
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Visit the websites of the places you listed in question 3 and 5 to find volunteer opportunities, internships or job openings. Ask a parent, coach or teacher if they have contacts at any of the places you listed above.
College Prep To-Do List:

- Check out local college or university camps and classes that address the skills you listed in Questions 1 and 4 above. Register and go!

- Inquire with charitable organizations about volunteer opportunities including Goodwill, Salvation Army, Habitat for Humanity, animal shelters, veterinary clinics, church, and school

- Purchase a ACT/SAT prep workbook or find an online study source.

- Do a campus visit to a college or university that interests you.

- Clean up your social media presence. This includes all platforms as well as your email address, ring back tone, voicemail greeting. EVERYTHING speaks. Make sure you’re telling the story you want your life to tell.

- Create a journal or electronic document where you track all your work, intern and volunteer experiences. You might think you’ll remember everything when it’s time to build a resume but that work is much easier if you keep a log.