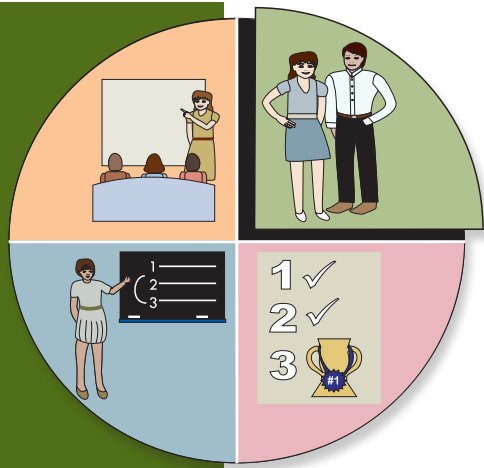


TAKING CARE OF YOURSELF

Professional Image



THINK

Set the Goal

Think about what you want your professional image to be.



PLAN

Take the Steps

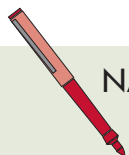
Create a way to be prepared for your business or social event.



DO

Make it Happen

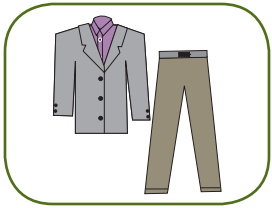
Take time to prepare yourself and wear clothes that look good for your event.



NAME _____



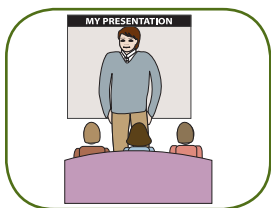
Sam's Story



THINK: Sam is an advocate who likes to give presentations and speak at conferences. He wanted to look and act like a leader so people respect him. He wanted to speak at a statewide conference and be confident about his professional image.

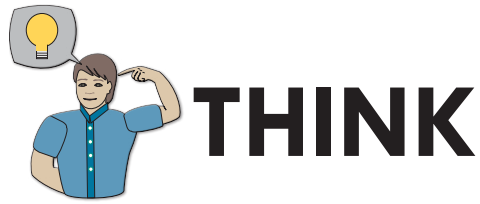


PLAN: Sam decided to make arrangements to be a speaker at a conference. He asked for help to go through his closet to find clothes for his professional image. He thought about other things professionals use, like a watch, a briefcase and notebook. Sam figured out what he needed, saved his money, and planned a shopping trip.



DO: At the conference Sam wore new pants, with his ironed shirt and polished shoes. He saved money and had his new watch with him. Sam had a professional image and gave a successful speech.

Setting the Goal

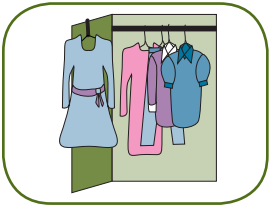


I want to have a professional image for:



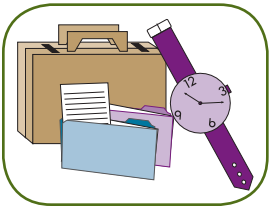
- Important meeting.
- Social event.

Clothing that looks good for the event:



Accessories:

[Examples: watch, notebook, pen, briefcase]

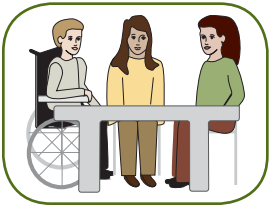


Taking the Next Steps



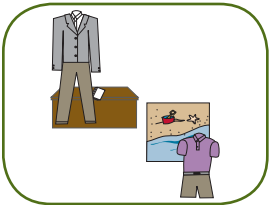
PLAN

What meeting or event?

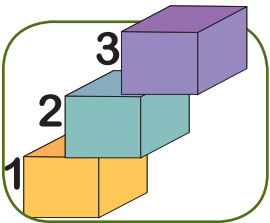


- Business (meeting, training, conference)
- Social events (friends, relaxation & fun)

What do I wear?



Steps:



- Check my closet for clothes.
- Check my budget before shopping.
- Bring a shopping friend.
- Prepare clothes the day before.
- Clean or iron them, if needed.
- Take time for grooming.

Making It Happen

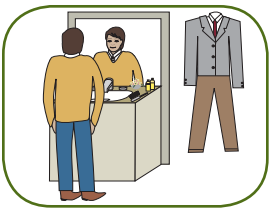


I will start my plan on:



Date

I will start getting ready:



- At home.
- Have clothes clean and ironed.
- Get them ready the day before.
- Take care of grooming.

Shopping:



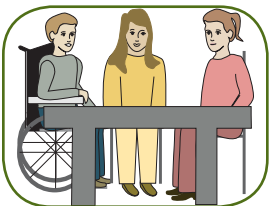
What I need to buy _____

I can spend _____

A store I like _____

My shopping friend _____

I will get support from:



- Friend
- Family
- Support Person

Name: _____