

# GPS LifePlan



This GPS LifePlan guide can help you become familiar with the variety of resources and activities available on the website. The asterick (\*) indicates items that have an interactive component where the user inputs information and/or completes a specific task.



## CareerPlan: Assessing Yourself

- ▷ **Creating Your Personal Mission Statement \***
- ▷ **Values Questionnaire \***
- ▷ **Campbell Interest and Skills Survey \***
- ▷ Career Interests Game
- ▷ **MnCareers Interest Assessment \***
- ▷ **Myers-Briggs Type Indicator \***
- ▷ **Skills Profiler \***
- ▷ **Self Reflection Questionnaire \***
- ▷ **Workplace Values Assessment \***
- ▷ Strong Interest Inventory
- ▷ **Minnesota Career Information System \***
- ▷ **Career Values Test \***
- ▷ **Kalil's Personality Assessment \***
- ▷ **ISEEK Skills Assessment \***
- ▷ **Occupational Information Network \***
- ▷ **Your Mission Statement \***

## CareerPlan: Exploring Careers

- ▷ Occupational Outlook Handbook
- ▷ ISEEK Explore Careers
- ▷ Job Profiles
- ▷ Occupation Trends
- ▷ The Cost of Living in Minnesota
- ▷ Networking Information
- ▷ Informational Interview Steps
- ▷ MN*Careers* Investigate Careers
- ▷ O\*Net Find Occupations
- ▷ Occupation Profiles
- ▷ Nontraditional Careers for Women and Men
- ▷ **Wage and Budget Calculator \***
- ▷ Test-Drive a Job
- ▷ Guide to Informational Interviewing



### ***CareerPlan: Exploring Educational and Training Options***

- ▷ Areas of Study in Minnesota
- ▷ Misperceptions about Selecting Your Major
- ▷ Certification, Licensing and Adult Basic Education
- ▷ University of Minnesota Degree Programs
- ▷ College Board College Search
- ▷ What Can I do with a Major in...?
- ▷ Training Options
- ▷ Minnesota State Colleges and Universities
- ▷ Minnesota Private Colleges and Universities
- ▷ Graduate Schools

### ***CareerPlan: Creating a Plan and Setting Goals***

- ▷ Learn How to Set Goals
- ▷ **Targeted Goal-Setting Form \***
- ▷ **Career Reflections Worksheet \***
- ▷ **Basic Goal -Setting Form \***
- ▷ **Goal Setting \***

### ***CareerPlan: Marketing Yourself and Finding a Job***

- ▷ Resume Development: A Step-by-Step Guide
- ▷ Microsoft Word Resume Template
- ▷ Improving Your Resume
- ▷ Tips On Submitting Your Resume Electronically
- ▷ Electronic Resumes
- ▷ Portfolios
- ▷ Job Search Process
- ▷ Develop and Utilize a Network
- ▷ Do's and Don'ts of Interviewing
- ▷ Legal Issues Related to Interview Questions
- ▷ Tips for Various Types of Interviews
- ▷ Professional Behavior: What Employers Expect
- ▷ Basic Workplace Etiquette
- ▷ International Business Etiquette and Manners
- ▷ Facebook, MySpace and Your Job Search
- ▷ Create Your Resume
- ▷ What to Include on Your Resume
- ▷ How and When to Share Your Resume
- ▷ Email and Online Posting of Resumes
- ▷ Guideline about References
- ▷ What to Include in a Cover Letter
- ▷ How to Job Search
- ▷ Informational Interviewing Overview
- ▷ Sample Interview Questions
- ▷ Types of Interviews
- ▷ Interview Follow Up
- ▷ Dress and Grooming for Success
- ▷ Business Etiquette You Should Know
- ▷ Cultural Etiquette Around the World
- ▷ Your Online Presence



- ▷ Online Personal Information: Things to Think About
- ▷ Email Use in Your Job Search
- ▷ Questions to Consider When Evaluating a Job Offer
- ▷ Cost of Living in Various Cities
- ▷ Benefits: What to Ask and When to Ask
- ▷ Benefit Eligibility
- ▷ Evaluating a Benefits Package
- ▷ Email Tips for the Job Seeker
- ▷ Evaluating Job Offers
- ▷ Comparing Job Offers
- ▷ Declining a Job Offer
- ▷ Types of Benefits
- ▷ How Benefits Can Benefit You



### ***EducationPlan: Determining Your Education Goals***

- ▷ **SMART Goals Worksheet \***
- ▷ Role of Liberal Arts in Your Future
- ▷ Career Clusters
- ▷ Road Map to Opportunity
- ▷ Steps to Choosing a School
- ▷ College Admissions Information
- ▷ Tips for Taking Online Courses
- ▷ Life as a First Generation College Student
- ▷ First In the Family
- ▷ Migrant Education
- ▷ Higher Education Veterans Programs
- ▷ Servicemembers Opportunities Colleges (SOC)
- ▷ Financial Aid and Scholarship Information for Veterans
- ▷ Certificates, Diplomas and Degrees
- ▷ Choosing Your College Major
- ▷ Undecided Major PDF
- ▷ Types of Schools in Minnesota
- ▷ Pocket Guide to Choosing a College
- ▷ Minnesota Online
- ▷ Successful Online Learners
- ▷ First Hand Stories from First Generation Students
- ▷ First Generation College Student Newsletter
- ▷ GED and College Assistance
- ▷ Veteran Resources for Minnesota State Colleges
- ▷ Education and Training Programs for Veterans



## EducationPlan: Study Skills and Strategies

- ▷ Fundamental Values of Academic Integrity
- ▷ Critical Thinking in College
- ▷ Critically Evaluating Information on a Website
- ▷ Chinese
- ▷ French
- ▷ Spanish
- ▷ Translation and Interpreting
- ▷ ADHD – A Student’s Guide to Success
- ▷ Learning Disabilities Resource Community
- ▷ **Multiple Intelligences Inventory \***
- ▷ Active Listening Tips
- ▷ Lecture Note Taking
- ▷ Note Taking in Lectures
- ▷ Citing Websites
- ▷ How to Succeed Online-Study Tips
- ▷ Online Learning Strategies
- ▷ Comprehension Strategies
- ▷ Different Types of Reading
- ▷ How to Read a Textbook
- ▷ Textbook Marking
- ▷ Understanding the Reading Process
- ▷ Fact Vs. Opinion
- ▷ Identifying Topics, Main Ideas, Supporting Details
- ▷ Signal Words
- ▷ Classroom Discussion and Participation Tips
- ▷ What is Plagiarism?
- ▷ Critically Evaluating Information in the Media
- ▷ Researching on the Internet
- ▷ ESL/English as a Second Language
- ▷ Language Learning: Many Languages
- ▷ Tips for Studying Foreign Languages
- ▷ ADHD and Studying
- ▷ Learning Disabilities Online
- ▷ **Learning Style Assessments \***
- ▷ **VARK Assessment \***
- ▷ Cornell Note Taking System
- ▷ **Mapping \***
- ▷ Note Taking Styles, Techniques, and Systems
- ▷ Help with Online Learning
- ▷ Netiquette
- ▷ On-Line Study Skills Improvement Information
- ▷ **Critical Reading Skills \***
- ▷ Finding Important Ideas
- ▷ **Reading Skills Self Audit \***
- ▷ Textbook Reading Methods
- ▷ Context Clues
- ▷ Finding Important Ideas
- ▷ Making Inferences and Drawing Conclusions
- ▷ Summarizing, Paraphrasing, and Quoting
- ▷ Class Presentations



- ▷ Organizing Group Projects
- ▷ College Study Strategies and Study Tips
- ▷ On-Line Study Skills Improvement Information
- ▷ **Study Guides and Strategies \***
- ▷ Studying for Math
- ▷ Ten Steps to Guide Your Learning in College
- ▷ Test Preparation
- ▷ **Memory Skills \***
- ▷ Test Anxiety Tips
- ▷ **How Do You Use Your Time Assessment \***
- ▷ Time Management: Myths vs. Facts
- ▷ Set Goals
- ▷ Motivation
- ▷ Causes and Forms of Procrastination
- ▷ Self Regulated Learning for College
- ▷ Basics for College Writing
- ▷ Spelling Strategies and Tips
- ▷ Study Groups
- ▷ Four Basic Steps to Learning
- ▷ Quick Study Activities
- ▷ **Study Skills Checklist \***
- ▷ Success In Class
- ▷ Test Taking
- ▷ Math Tests
- ▷ Overcoming Test Anxiety
- ▷ **Time Management Assessment \***
- ▷ The Basics of Time Management
- ▷ Reduce Distractions and Concentrate
- ▷ Goal Setting Chart for Visual Learners
- ▷ Procrastination Issues and Resources
- ▷ Perfectionism
- ▷ Self Regulated Learning for Work
- ▷ Seven Stages of Writing Assignments
- ▷ Writing Under A Deadline

### ***EducationPlan: Preparing for Academic Success***

- ▷ Difference between High School and College
- ▷ Accuplacer Placement Test; Sample Questions
- ▷ Mindquest Academy
- ▷ Advanced Placement Courses (AP)
- ▷ Credit for Prior Learning
- ▷ DSST (Dantes) Examinations for Military Personnel
- ▷ Post-Secondary Options Program (PSEO)
- ▷ College Entrance Exams
- ▷ Developmental Education
- ▷ Adult Basic Education Programs
- ▷ College Level Equivalency Program (CLEP)
- ▷ Minnesota Prior Learning Assessment Survey
- ▷ International Baccalaureate Program (IB)



## EducationPlan: Charting Your Education Plan

- ▷ **Worksheet to Chart Your Courses \***
- ▷ CollegeSource
- ▷ ISEEK: Find Area of Study
- ▷ Degree Audit Report (DARS)
- ▷ Transferring in Minnesota
- ▷ Tips for Transferring
- ▷ Procedures for Transfer
- ▷ International Transcript Transfer
- ▷ College Catalogs for Minnesota Schools
- ▷ Program/Major Locator
- ▷ Peterson Planner
- ▷ **Minnesota Course Applicability System (CAS) \***
- ▷ Orientation to Transferring
- ▷ Transferring Checklist
- ▷ Transfer Guides for Minnesota Schools

## EducationPlan: Reviewing and Adjusting Your Plan

- ▷ Strategies for Undecided Students
- ▷ GPA Calculator
- ▷ MnSCU policy about Academic Standing
- ▷ MnSCU Financial Aid Satisfactory Progress Policy



## FinancePlan: Your Budget

- ▷ **Financial Values Guide Worksheet \***
- ▷ **Personal Finances Workbook \***
- ▷ The Beehive Budgeting Tips
- ▷ **Setting Financial Goals Worksheet \***
- ▷ **Monthly Budget Worksheet \***
- ▷ **Create a Budget Interactive website\***

## FinancePlan: Financing Your Education

- ▷ ISEEK Financial Aid
- ▷ Career One Stop Financial Aid
- ▷ ISEEK FAFSA / Financial Aid 101
- ▷ Student Aid Publication
- ▷ Get Ready for College/Paying for College
- ▷ Federal Student Aid (FAFSA)
- ▷ **Get Ready for College Estimator \***
- ▷ How to Create Scholarship Strategy



- ▷ Minnesota Scholarships
- ▷ The Hope Tax Credit
- ▷ IRS Deduction of Tuition and Fees
- ▷ ISEK Scholarships
- ▷ Lifetime Learning Tax Credit
- ▷ IRS Tax Filing

### ***FinancePlan: Debt Management***

- ▷ Commonly Asked Credit Card Questions
- ▷ Choosing a Credit Card
- ▷ National Foundation for Credit Counseling
- ▷ MN Attorney General's Credit Handbook
- ▷ Requesting a Free Annual Credit Report
- ▷ Locate a Finance Professional (BBB)

### ***FinancePlan: Saving for the Future***

- ▷ Saving Early Example
- ▷ Social Security Admin Retirement Planner
- ▷ US Department of Labor
- ▷ Federal Citizen Information Center



### ***LeadershipPlan: Who are You as a Leader?***

- ▷ **Leadership Assessment Tools \***
- ▷ **DISC Inventory \***
- ▷ **Keirsey Temperament Sorter-II \***
- ▷ Mission and Vision Statements
- ▷ **Your Personal Philosophy of Leadership \***
- ▷ Different Leadership Styles
- ▷ Overview of Leadership Theories
- ▷ Hersey's and Blanchard's Situational Leadership
- ▷ **Leadership Style Survey \***
- ▷ **Jung Typology Test \***
- ▷ Create your Groups Mission & Vision Statement
- ▷ Share your Vision
- ▷ The Practice of Leadership
- ▷ **Leadership Self Assessment \***
- ▷ Home of Situational Leadership

### ***LeadershipPlan: Leadership Resources***

- ▷ Ice Breakers
- ▷ Ice Breakers and Team Builders



- ▷ Ice Breaker Examples
- ▷ Goal Setting
- ▷ **Setting SMART Goals \***
- ▷ Decision Making
- ▷ Motivate Others
- ▷ Conflict: Essential Ingredient for Growth
- ▷ Mediating Conflict
- ▷ Etiquette for College Students
- ▷ Guidelines for Giving Feedback
- ▷ Giving Negative Feedback
- ▷ Initiating Change
- ▷ Approaches to Brainstorming
- ▷ Different Approaches to Brainstorming
- ▷ Effective Interpersonal Communication
- ▷ **Delegation Worksheet \***
- ▷ Successful Delegation
- ▷ Backwards Program Planning
- ▷ Effective Meetings Produce Results
- ▷ Planning and Leading Effective Meetings
- ▷ How to Develop an Agenda
- ▷ Roberts Rules Easy Reference Sheet
- ▷ Officer Transition Information
- ▷ **Outgoing Officer Transition Worksheet \***
- ▷ Time Management
- ▷ FISH! Philosophy
- ▷ Clearing House for Leadership Programs
- ▷ The Leadership Circle
- ▷ Leadership Book List
- ▷ Movies and Leadership
- ▷ Team Builder Examples
- ▷ **Goal Setting Worksheet \***
- ▷ Tips for Goal Setting
- ▷ Creative Decision Making and Critical Thinking
- ▷ Motivation Tips
- ▷ Conflict Management
- ▷ **Institute for Ethical Leadership \***
- ▷ One Etiquette Place
- ▷ Feedback Tips
- ▷ Empowering Change
- ▷ Leading Organizational Change
- ▷ How to Brainstorm
- ▷ Communication Tips
- ▷ Nonverbal Communication
- ▷ How to Delegate
- ▷ Backwards Planning Information
- ▷ **Event Planning Worksheet \***
- ▷ Effective Meeting Tips
- ▷ How to Create an Agenda
- ▷ Roberts Rules of Order
- ▷ **Incoming Office Goal Sheet \***
- ▷ Officer Transitions
- ▷ Managing Your Time
- ▷ Center for Creative Leadership
- ▷ Leadership Now
- ▷ The Leadership Challenge
- ▷ Best Leadership Books: 2007
- ▷ Center for Leaders Development-Movies
- ▷ Phi Theta Kappa – Leadership and Movies



### **LeadershipPlan: Leadership in Action**

- ▷ National Panhellenic Council
- ▷ Phi Beta Kappa
- ▷ Minnesota Compact
- ▷ Minnesota State College Student Association
- ▷ ChoralNet
- ▷ Early Childhood Family Education
- ▷ Keep American Beautiful
- ▷ Toastmasters
- ▷ AmeriCorps
- ▷ MN Association for Volunteer Administration
- ▷ North-American Interfraternity Conference
- ▷ Phi Theta Kappa
- ▷ National Service Learning Clearinghouse
- ▷ Minnesota State University Student Association
- ▷ E-Democracy
- ▷ Find a Book Club
- ▷ Rotary International
- ▷ 1-800-Volunteer
- ▷ Hands on Twin Cities
- ▷ Peace Corps

### **LeadershipPlan: Global Competency**

- ▷ Country Studies Series
- ▷ NAFSA: Association of International Educators
- ▷ Tips for Traveling Abroad
- ▷ Campus Sustainability Profiles
- ▷ Sustainable Living
- ▷ Educators for Social Responsibility
- ▷ **Project Implicit \***
- ▷ Adult Learners
- ▷ Students of All Ages
- ▷ OutFront Minnesota
- ▷ Americans with Disabilities Act
- ▷ Dismantling Racism
- ▷ Facts About Religious Discrimination
- ▷ Appleseed Network
- ▷ Social Justice Journal
- ▷ Dimensions of Global Leadership
- ▷ Study Abroad
- ▷ Association for Advancement of Sustainability
- ▷ EarthShare
- ▷ **What is your Carbon Footprint? \***
- ▷ Human Rights Campaign
- ▷ Tolerance.org
- ▷ Age Discrimination
- ▷ Gender Education Center (Debra Davis)
- ▷ Parents, Families & Friends of Lesbians & Gays
- ▷ Disability Info
- ▷ Diversity Web Higher Education
- ▷ Religious Tolerance
- ▷ National Economic and Social Rights Initiative





### ***PersonalPlan: Transitioning to College***

- ▷ Balancing School, Home and Work
- ▷ Top Ten Transition Issues
- ▷ Develop a Personal Change Strategy
- ▷ **Interactive Resiliency Online Course \***
- ▷ Adult Learners
- ▷ Difference between High School and College
- ▷ Are you Ready for Change?
- ▷ How to Cope with Change
- ▷ **Take the Resiliency Quiz \***
- ▷ Moving Away From Home

### ***PersonalPlan: Physical Health and Wellness***

- ▷ Alcoholics Anonymous
- ▷ Bacchus Network
- ▷ Drinking and Driving
- ▷ Becoming an Ex
- ▷ Smoking QuitPlan
- ▷ Second-Hand Smoke
- ▷ Do It Now
- ▷ National Institute on Drug Abuse
- ▷ Street Drugs
- ▷ Minnesota Cancer Resources
- ▷ **Beehive Health and Fitness for Everyone \***
- ▷ Healthier US Focus on Fitness
- ▷ **Mayo Clinic Health Tools \***
- ▷ **Health Tools to Help You Keep Track \***
- ▷ The Healthy Fridge
- ▷ Spark: Online Community Focused on Health
- ▷ Why is Sleep Important?
- ▷ **Cholesterol \***
- ▷ Alcohol Basics
- ▷ College Drinking: Changing the Culture
- ▷ **eChug: An Interactive Self-Assessment Tool \***
- ▷ Quitting Smoking
- ▷ American Lung Association
- ▷ Tobacco Free U
- ▷ Hazelden: Get Addition Help
- ▷ Prescription Drugs
- ▷ American Cancer Society
- ▷ Breast Cancer and Self Exams
- ▷ American Hearth: Exercise and Fitness
- ▷ Presidents Council on Physical Fitness
- ▷ National Library of Medicine
- ▷ Food Pyramid
- ▷ Food and Nutrition Information
- ▷ National Sleep Center
- ▷ American Heart Association
- ▷ Heart Health and Men



- ▷ Heart Health Handbook for Women
- ▷ Birth Control Basics
- ▷ **Choosing a Birth Control Method Quiz \***
- ▷ Adoption
- ▷ Planned Parenthood
- ▷ Smarter Sex
- ▷ Minnesota AIDS Project
- ▷ UnAIDS
- ▷ Center for Disease Control and Prevention
- ▷ Abstinence
- ▷ Birth Control Options
- ▷ Abortion
- ▷ Mayo Clinic Pregnancy Center
- ▷ It's Your (Sex) Life: Your Guide to Safe Sex
- ▷ Averting HIV and AIDS
- ▷ Red Door Services
- ▷ American Social Health Association
- ▷ MN Dept of Health Data on STDs

### **PersonalPlan: Mental Health and Wellness**

- ▷ Crisis Connection Hotline
- ▷ National Domestic Violence Hotline
- ▷ The Men's Line
- ▷ Find a Mental Health Care Provider
- ▷ Mental Health Association of Minnesota
- ▷ National Alliance on Mental Health
- ▷ Attention Deficit Disorder
- ▷ Bipolar Disorder
- ▷ College Students and Depression
- ▷ What is Depression?
- ▷ The Emily Program: Eating Disorder Treatment
- ▷ What Are Eating Disorders?
- ▷ Panic Disorder
- ▷ Schizophrenia
- ▷ Self-Injury and Cutting
- ▷ Important Facts About Suicide
- ▷ Suicide Awareness Voices of Education
- ▷ **Suicide: Videos, Quizzes and Info \***
- ▷ All Types of Addiction
- ▷ National Suicide Prevention Lifeline
- ▷ Rape and Sexual Abuse Center
- ▷ Fight Mental Health Stigma
- ▷ **Mental Health and College Students \***
- ▷ MN Department of Human Services
- ▷ Anxiety Disorders
- ▷ Autism Spectrum Disorder
- ▷ Borderline Personality Disorder
- ▷ **Depression Screening Test \***
- ▷ Eating Disorders
- ▷ **Something Fishy: Eating Disorders Assessment \***
- ▷ Obsessive Compulsive Disorder
- ▷ Post-Traumatic Stress Disorder
- ▷ Seasonal Affective Disorder
- ▷ Social Anxiety Disorder
- ▷ Signs and Symptoms of Suicide
- ▷ Suicide Prevention
- ▷ Alcohol and Substance Addiction
- ▷ Addiction Film Series and Resources



- ▷ Gambling and College Students
- ▷ Internet Gambling Addiction
- ▷ Anger Management
- ▷ Perfectionism
- ▷ National Association of Self Esteem
- ▷ Gam-anon
- ▷ **Internet Addiction \***
- ▷ Managing Emotions
- ▷ Building Self Esteem
- ▷ Managing Stress

### **PersonalPlan: Managing Relationships**

- ▷ Apply for a Food Assistance Program
- ▷ Minnesota Health Care Programs
- ▷ Find Affordable Housing
- ▷ Lawyer Referral and Information Service
- ▷ At Risk Youth Resource
- ▷ Family Education
- ▷ American Refugee Center
- ▷ The Immigrant Law Center
- ▷ Carpool in Minnesota
- ▷ Dating
- ▷ Relationship Breakups
- ▷ Cornerstone
- ▷ Signs and Symptoms of Domestic Abuse
- ▷ Nondiscrimination in Employment (MnSCU)
- ▷ What a Healthy Relationship Looks Like
- ▷ Communicating with your Instructor
- ▷ Intercultural Communication
- ▷ List of MN Counseling Services by County
- ▷ Sexual Orientation and Sexual Identity
- ▷ Parents, Families & Friends of Gays & Lesbians
- ▷ Roommate Survival Guide
- ▷ Find a Food Shelter Near You
- ▷ Resources for the Uninsured
- ▷ Minnesota Coalition for the Homeless
- ▷ Legal Assistance
- ▷ Child Care Information and Assistance
- ▷ MN Child Care Resource and Referral Network
- ▷ The Center for Victims of Torture
- ▷ Refugee Health Care (MN)
- ▷ Minnesota Public Transportation
- ▷ Center for Grief, Loss and Transition
- ▷ Divorce
- ▷ Minnesota Coalition for Battered Women
- ▷ Affirmative Action in Employment (MnSCU)
- ▷ Sexual Harassment
- ▷ Assertive Communication
- ▷ Conflict Resolution
- ▷ Sexual Assault, Relationship Violence & Stalking
- ▷ Sexual Violence (MnSCU policy)
- ▷ GLBT National Help Center
- ▷ Roommate Etiquette Tips
- ▷ Roommate Tips

