



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

## Career: Assessing Yourself

- ▷ Career Interests Game
- ▷ MNCareers Interest Assessment \*
- ▷ Strong Interest Inventory \*
- ▷ Campbell Interest and Skills Inventory \*
- ▷ Minnesota Career Information System \*
- ▷ Kalil's Personality Assessment \*
- ▷ Jung's Typology Test\*
- ▷ Myers-Briggs Type Indicator \*
- ▷ ISEEK Skills Assessment \*
- ▷ Skills Profiler \*
- ▷ Occupational Information Network \*
- ▷ Career Values Test\*
- ▷ Workplace Values Assessment \*
- ▷ Values Questionnaire \*
- ▷ O\*Net Work Importance Indicator \*
- ▷ Self-Reflection Questionnaire \*
- ▷ Your Mission Statement \*

## Career: Exploring Careers

- ▷ Reality Check Tool on ISEEK\*
- ▷ The Cost of Living in Minnesota Wage and Budget Calculator \*
- ▷ Gathering Information About Career Options\*
- ▷ Occupational Outlook Handbook
- ▷ ISEEK Explore Careers
- ▷ O\*Net Find Occupations
- ▷ Occupation Profiles
- ▷ Growing Careers in Minnesota
- ▷ Nontraditional Careers for Women and Men
- ▷ Work-Based Learning Types
- ▷ Guide to Informational Interviewing

## Career: Exploring Education and Training Options

- ▷ Employment Training (CareerOneStop)
- ▷ Short-Term Training Finder\*
- ▷ Work-based Learning
- ▷ Short-Term Training Options

## Career: Creating a Plan and Setting Goals

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



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

- ▷ Resume Development: A Step-by-Step Guide
- ▷ Creating Your Resume
- ▷ What to Include on Your Resume
- ▷ Improving Your Resume
- ▷ How to Use a Resume
- ▷ Tips On Submitting Your Resume Electronically
- ▷ Microsoft Word Resume Template \*
- ▷ References
- ▷ Preparing a Portfolio
- ▷ Electronic Portfolios
- ▷ CareerOneStop Cover Letter Guidelines
- ▷ ISEEK Cover Letter Samples
- ▷ About.com Cover Letter Samples
- ▷ Job Search Process Tips
- ▷ Employer Locator\*
- ▷ Tips for Getting Your First Job
- ▷ Career Network Worksheet
- ▷ Minnesota Job Bank\*
- ▷ Minnesota Workforce Centers
- ▷ Federal Government Jobs
- ▷ Interview Tips
- ▷ Types of Interviews
- ▷ Common Interview Questions
- ▷ Legal Issues Related To Interview Questions
- ▷ Research Employers (ISEEK)
- ▷ Find Potential Employers(CareerOneStop)
- ▷ Find an Employer (WetFeet)
- ▷ Local Business Directory (BizJournal)
- ▷ Interview Follow-up
- ▷ Thank You Notes
- ▷ Sample Job Interview and Career Thank-You Letters
- ▷ Interview Follow-up/Thank You Letters
- ▷ Getting Prepared: Think Like an Employer
- ▷ Attitude and Appearance
- ▷ Dress for Success
- ▷ International Business Etiquette and Manners
- ▷ Cultural Etiquette Around the World
- ▷ Facebook, MySpace and Your Job Search
- ▷ Your Online Presence
- ▷ Email Tips and Use for the Job Seeker
- ▷ Email Use in Your Job Search
- ▷ Evaluating Job Offers
- ▷ Questions to Consider When Evaluating a Job Offer
- ▷ Comparing Job Offers
- ▷ Cost of Living in Various Cities
- ▷ Declining a Job Offer
- ▷ Benefits: What to Ask and When to Ask
- ▷ Benefits Information

## **Career: Managing Job Loss and Transitions**

- ▷ Manage Job Loss and Transition
- ▷ Minnesota Dislocated Worker Program
- ▷ Minnesota Workforce Centers
- ▷ Rights After a Layoff
- ▷ Unemployment Benefits in Minnesota
- ▷ Worker ReEmployment
- ▷ Homemakers Returning to Work
- ▷ MinnesotaUnemployed.com
- ▷ Getting Through Tough Times
- ▷ GPS LifePlan veteran's site.





## Education: Determining Your Education Goals

- ▷ SMART Goals Worksheet \*
- ▷ Milestones of Achieving Your Academic Goals\*
- ▷ Certificates, Diplomas, Degrees
- ▷ Choosing Your College Major
- ▷ Common Misperceptions about Selecting a Major
- ▷ What Can I do with a Major in...?
- ▷ Role of Liberal Arts in Your Future
- ▷ Areas of Study in Minnesota
- ▷ Career Clusters
- ▷ Minnesota State Colleges and Universities
- ▷ University of Minnesota Degrees
- ▷ Minnesota Private Colleges and Universities
- ▷ College Board: College Search Engine
- ▷ Prepare for College
- ▷ Types of Schools in Minnesota
- ▷ Steps to Choosing a School
- ▷ Pocket Guide to Choosing a College
- ▷ Apply to College
- ▷ Undecided Worksheet
- ▷ Find a Graduate Program
- ▷ Minnesota Online
- ▷ Tips for Taking Online Courses
- ▷ Successful Online Learners
- ▷ Life as a First Generation College Student
- ▷ First Hand Stories from First Generation Students
- ▷ First In the Family
- ▷ First Generation College Student Newsletter
- ▷ Migrant Education
- ▷ GED and College Assistance for Migrant Families
- ▷ Higher Education Veterans Program
- ▷ Veteran Resources for Minnesota State Colleges and Universities
- ▷ Servicemembers Opportunities Colleges (SOC) Consortium
- ▷ Education and Training Programs for Veterans
- ▷ Financial Aid and Scholarship Information for Veterans





## Education: Study Skills and Strategies

- ▷ Fundamental Values of Academic Integrity
- ▷ What is Plagiarism?
- ▷ Critical Thinking in College
- ▷ Critically Evaluating Information on a Website
- ▷ Researching on the Internet
- ▷ Language Learning: Many Languages
- ▷ Resources for Language Learning
- ▷ Tips for Studying Foreign Languages
- ▷ Translation and Interpreting
- ▷ ADHD and Studying
- ▷ ADHD – A Student’s Guide to Success
- ▷ Learning Disabilities Online
- ▷ Learning Disabilities Resource Community
- ▷ Index of Learning Styles (ILS)\*
- ▷ Learning Style Assessments \*
- ▷ LINKup Employability Skills Learning Styles
- ▷ Multiple Intelligences Inventory \*
- ▷ VARK Assessment \*
- ▷ Active Listening Tips
- ▷ Cornell Note Taking System
- ▷ Note Taking in Lectures
- ▷ Mapping
- ▷ Note Taking Styles, Techniques, and Systems
- ▷ Citing Websites
- ▷ Netiquette
- ▷ Online Learning Strategies
- ▷ On-Line Study Skills Improvement Information
- ▷ Comprehension Strategies
- ▷ Critical Reading Skills
- ▷ Different Types of Reading
- ▷ How to Read a Textbook
- ▷ Textbook Reading Methods
- ▷ Understanding the Reading Process
- ▷ Reading Strategies: Fact or Opinion
- ▷ Reading Strategies: Finding Important Ideas
- ▷ Identifying Topics, Main Ideas, and Supporting Details
- ▷ Making Inferences and Drawing Conclusions
- ▷ Reading Strategies: Signal Words
- ▷ Summarizing, Paraphrasing, and Quoting
- ▷ Class Presentations
- ▷ Classroom Discussion and Participation
- ▷ Organizing Group Projects
- ▷ Study Groups
- ▷ College Study Strategies and Study Tips
- ▷ Four Basic Steps to Learning
- ▷ On-Line Study Skills Improvement Information
- ▷ Quick Study Activities
- ▷ Study Guides and Strategies
- ▷ Study Skills Checklist
- ▷ Studying for Math
- ▷ Success in Class
- ▷ Test Preparation
- ▷ Math Tests
- ▷ Memory Skills
- ▷ Overcoming Test Anxiety
- ▷ Test Anxiety Tips
- ▷ Time Management Assessment \*
- ▷ How Do You Use Your Time Assessment \*
- ▷ The Basics of Time Management
- ▷ Time Management: Myths vs. Facts
- ▷ Assignment Calculator
- ▷ Goal Setting Chart for Visual Learners
- ▷ Procrastination Issues and Resources
- ▷ Causes and Forms of Procrastination
- ▷ Perfectionism
- ▷ Self Regulated Learning for College
- ▷ Self-Directed Learning at Work
- ▷ Basics for College Writing
- ▷ Seven Stages of Writing Assignments
- ▷ Spelling Strategies and Tips
- ▷ Writing Under a Deadline





## Education: Preparing for Academic Success

- ▷ MNADE Brochure: Difference between High School and College
- ▷ College Admission Tests
- ▷ Accuplacer Placement Test
- ▷ Developmental Education
- ▷ Mindquest Academy
- ▷ Adult Basic Education Programs
- ▷ Advanced Placement Courses (AP)
- ▷ College Level Equivalency Program (CLEP)
- ▷ Credit for Prior Learning
- ▷ DSST (Dantes) Examinations for Military Personnel
- ▷ International Baccalaureate Program (IB)
- ▷ Post-Secondary Options Program (PSEO)

## Education: Charting Your Education Plan

- ▷ Long-term Plan of Courses Worksheet
- ▷ Degree Audit Report (DARS)
- ▷ College Catalogs (Minnesota)
- ▷ CollegeSource
- ▷ Education Glossary
- ▷ Academic Load
- ▷ Summer Classes
- ▷ Degree Audit Report (DARS)
- ▷ USelect (Transfer Resource)
- ▷ Minnesota Transfer Resources
- ▷ Transfer Basics
- ▷ Transfer Action Plan
- ▷ Admissions and Application Plan
- ▷ Articulation Agreements
- ▷ Transfer Guides for Minnesota Post-Secondary institutions
- ▷ Other Types of Transfer Credit
- ▷ Minnesota Transfer Curriculum (MNTC)
- ▷ MnTC course and goal lists for Minnesota State Colleges and Universities

## Reviewing and Adjusting Your Plan

- ▷ Academic Standing
- ▷ GPA Calculator \*
- ▷ Minnesota State Colleges and Universities Financial Aid Satisfactory Progress Policy



## Finance: Your Budget

- ▷ Financial Values Guide Worksheet \*
- ▷ A Beginners Guide to Securing Your Financial Future
- ▷ Reality Check Tool on ISEEK\*
- ▷ The Cost of Living in Minnesota
- ▷ Cost of Raising a Child
- ▷ University of MN Extension Resource Management for Daily Life
- ▷ Monthly Budget Worksheet \*
- ▷ Budgeting Tips
- ▷ Create a Budget Website \*





## Finance: Financing Your Education

- ▷ ISEEK Financial Aid
- ▷ Get Ready for College
- ▷ Career One Stop Financial Aid
- ▷ Federal Student Aid (FAFSA)
- ▷ Understanding Grant and Loan Programs Fact Sheets
- ▷ Financial Aid Estimator\*
- ▷ Direct Consolidation Loan Information Center
- ▷ Student Aid Publication
- ▷ College Board Scholarship Tips
- ▷ Minnesota Scholarships
- ▷ ISEEK Scholarships
- ▷ American Opportunity Credit
- ▷ Textbook Tax Credit Flyer
- ▷ Hope Tax Credit
- ▷ Lifetime Learning Tax Credit
- ▷ Deduction of Tuition and Fees
- ▷ Tax Filing

## Finance: Credit and Debt Management

- ▷ Understand Your Credit
- ▷ MN Attorney General's Credit Handbook
- ▷ Federal Reserve Credit Information
- ▷ New Credit Card Law Summary
- ▷ Learn More About Your Credit Card Offer
- ▷ Interest Rates
- ▷ Understand Your Statement
- ▷ Credit Card Repayment Calculator
- ▷ Requesting a Free Annual Credit Report
- ▷ Calculate Your Debt-to-Income Ratio
- ▷ The National Foundation for Credit Counseling
- ▷ National Association of Personal Financial Advisors

## Finance: Identity Theft

- ▷ Guarding Your Privacy
- ▷ Identity Theft on Campus
- ▷ Protect Personal Information
- ▷ Privacy Rights Clearing House
- ▷ Social Security Online
- ▷ Identity Theft Resource Center
- ▷ OnGuardOnline\*

## Finance: Creating a Savings Plan

- ▷ Saving Early – US Department of Labor Example
- ▷ Social Security Administration
- ▷ Federal Citizen Information Center



## Leadership: Who are You as a Leader?

- ▷ Leadership Assessment Tools
- ▷ Leadership Style Survey \*
- ▷ DISC Inventory \*
- ▷ Jung Typology Test \*
- ▷ Keirsey Temperment Sorter-II \*
- ▷ Create your Groups Mission and Vision Statement
- ▷ Mission and Vision Statements- What's the Difference?
- ▷ Develop your Personal Philosophy of Leadership
- ▷ The Practice of Leadership
- ▷ Different Leadership Styles
- ▷ Leadership Self Assessment
- ▷ Overview of Leadership Theories
- ▷ The Center for Leadership Studies: Home of Situational Leadership
- ▷ Hersey's and Blanchard's Situational Leadership Model





## Leadership : Leadership Resources

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

## Leadership in Action

- ▷ National Panhellenic Council
- ▷ North-American Interfraternity Conference
- ▷ Phi Beta Kappa
- ▷ Phi Theta Kappa
- ▷ Minnesota Compact
- ▷ Minnesota Service Learning Clearinghouse
- ▷ Minnesota State University Student Association
- ▷ Minnesota State College Student Association
- ▷ Choralnet
- ▷ E-Democracy
- ▷ Early Childhood Family Education
- ▷ Find a Book Club
- ▷ Keep America Beautiful
- ▷ Rotary International
- ▷ Toastmasters
- ▷ Volunteer Opportunities
- ▷ AmeriCorps
- ▷ Corporation for National and Community Service



- ▷ Hands on Twin Cities
- ▷ MN Association for Volunteer Administration
- ▷ Peace Corps
- ▷ Vote411
- ▷ National League of Women Voters
- ▷ Project VoteSmart
- ▷ U.S. Federal Government - Elections and Voting
- ▷ Minnesota Secretary of State Election Center
- ▷ Iowa Elections and Voter Information
- ▷ North Dakota Elections and Voting Information
- ▷ South Dakota Elections and Voter Registration Information
- ▷ Wisconsin's - Elections Division
- ▷ Presentations on Electoral Process
- ▷ US Citizenship and Immigration Services
- ▷ Study Materials for the Naturalization Test
- ▷ Naturalization Self Test.
- ▷ Center for Democracy and Citizenship
- ▷ Teaching with Documents for Constitution Day
- ▷ National Constitution Center

## Global Competency

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



## Personal: Transitioning to College

- ▷ Difference between High School and College
- ▷ Top Ten Transition Issues
- ▷ Adult Learners
- ▷ Moving Away From Home
- ▷ Transition Year
- ▷ Develop a Personal Change Strategy \*
- ▷ How to Cope with Change
- ▷ Interactive Resiliency Online Course \*
- ▷ Take the Resiliency Quiz \*
- ▷ Americans with Disability Home
- ▷ Americans with Disability Act (ADA)
- ▷ Services for Students with Disabilities
- ▷ Minnesota State Council on Disability
- ▷ PACER Center



## Personal: Maintaining Well Being



- ▷ Healthy Living (The Beehive)
- ▷ Exercise and Fitness
- ▷ Healthier U.S Focus on Fitness
- ▷ The President's Council on Physical Fitness and Wellness
- ▷ MyPyramid Food Guidance System (US Dept. of Agriculture)
- ▷ The Healthy Fridge
- ▷ Government Source for Food and Nutrition Information
- ▷ Drugs, Supplements and Herbal Information
- ▷ Why Sleep is Important?
- ▷ National Sleep Center
- ▷ Managing Stress
- ▷ Relaxing Your Body and Mind
- ▷ Stress and College
- ▷ How to Reduce, Prevent and Cope with Stress
- ▷ Stress at Work
- ▷ Fight Mental Health Stigma
- ▷ Find a Mental Health Care Provider
- ▷ Mental Health and College Students
- ▷ Mental Health Association of Minnesota
- ▷ National Alliance on Mental Health
- ▷ Anger Management
- ▷ Managing Emotions
- ▷ Perfectionism
- ▷ National Association of Self Esteem
- ▷ Building Self Esteem
- ▷ Anxiety Disorder
- ▷ Attention Deficit Disorder
- ▷ Bipolar Disorder
- ▷ Borderline Personality Disorder
- ▷ Depression
- ▷ Depression Screening Test \*
- ▷ Eating Disorders
- ▷ The Emily Program: Eating Disorder Treatment
- ▷ Something Fishy: Eating Disorders Assessment \*
- ▷ Obsessive Compulsive Disorder
- ▷ Panic Disorder
- ▷ Post-Traumatic Stress Disorder
- ▷ Schizophrenia
- ▷ Seasonal Affective Disorder
- ▷ Self-Injury and Cutting
- ▷ Social Anxiety Disorder
- ▷ Suicide
- ▷ Crisis Hotlines
- ▷ Alcoholics Anonymous
- ▷ Alcohol Basics
- ▷ The Bacchus Network
- ▷ College Drinking: Changing the Culture
- ▷ Drinking and Driving
- ▷ eChug: An Interactive Self-Assessment Tool \*
- ▷ Become an Ex
- ▷ Quitting Smoking
- ▷ Smoking QuitPlan
- ▷ Smokefree.gov
- ▷ American Lung Association
- ▷ Second-Hand Smoke
- ▷ Tobacco Free U
- ▷ Do it Now
- ▷ National Institute on Drug Abuse
- ▷ Prescription Drugs
- ▷ Street Drugs
- ▷ Alcohol and Substance Addiction
- ▷ Hazelden: Get Addition Help!
- ▷ ADDICTION Film Series and Resources
- ▷ Gambling and College Students
- ▷ Gam-anon
- ▷ Internet Gambling Addiction
- ▷ Internet Addiction
- ▷ American Cancer Society
- ▷ Minnesota Cancer Resources
- ▷ Breast Cancer and Self Exams
- ▷ American Heart Association
- ▷ Heart Health Toolbox (American Heart Association)
- ▷ Cholesterol
- ▷ Heart Health and Men
- ▷  Healthy Heart Handbook for Women
- ▷ Birth Control Basics
- ▷ Birth Control Options
- ▷ Choosing a Birth Control Method Quiz\*
- ▷ Abortion
- ▷ Adoption
- ▷ Mayo Clinic Pregnancy Center

- ▷ Planned Parenthood
- ▷ It's Your (Sex) Life: Your Guide to Safe Sex
- ▷ Smarter Sex
- ▷ Averting HIV and AIDS
- ▷ Minnesota AIDS Project
- ▷ Red Door Services
- ▷ UnAIDS
- ▷ American Social Health Association
- ▷ Center for Disease Control and Prevention
- ▷ MN Department of Health: Statistics and Data about STDs

## **Personal: Home, Family and Community**

- ▷ Apply for a Food Assistance Program
- ▷ Find a Food Shelter Near You
- ▷ Minnesota Health Care Programs
- ▷ Resources for the Uninsured
- ▷ Find Affordable Housing
- ▷ Minnesota Coalition for the Homeless
- ▷ Lawyer Referral and Information Service
- ▷ Legal Assistance
- ▷ Cost of Raising a Child
- ▷ At Risk Youth Resource
- ▷ Child Care Information and Assistance
- ▷ Family Education
- ▷ MN Child Care Resource and Referral Network
- ▷ American Refugee Center
- ▷ The Center for Victims of Torture
- ▷ The Immigrant Law Center
- ▷ Refugee Health Care (MN)
- ▷ Carpool in Minnesota
- ▷ Minnesota Public Transportation

## **Personal: Personal Relationships**

- ▷ Center for Grief, Loss and Transition
- ▷ Grief and Loss
- ▷ Relationship Breakups
- ▷ Divorce
- ▷ Cornerstone
- ▷ Minnesota Coalition for Battered Women
- ▷ Signs and Symptoms of Domestic Abuse
- ▷ Affirmative Action in Employment (MnSCU)
- ▷ Nondiscrimination Policy in Employment & Education
- ▷ Sexual Harassment
- ▷ What a Healthy Relationship Looks Like
- ▷ Assertive Communication
- ▷ Communicating with your Instructor
- ▷ Conflict Resolution
- ▷ The Aurora Center
- ▷ List of Minnesota Counseling Services by County
- ▷ Sexual Violence (MnSCU policy)
- ▷ All About Sexual Orientation and Sexual Identity
- ▷ GLBT National Help Center
- ▷ Parents, Families and Friends of Gays & Lesbians
- ▷ Roommate Etiquette Tips
- ▷ Roommate Tips
- ▷ Roommate Survival Guide

