

My **SKILL** **TREE**™ Action Journal

Name:

Grade:



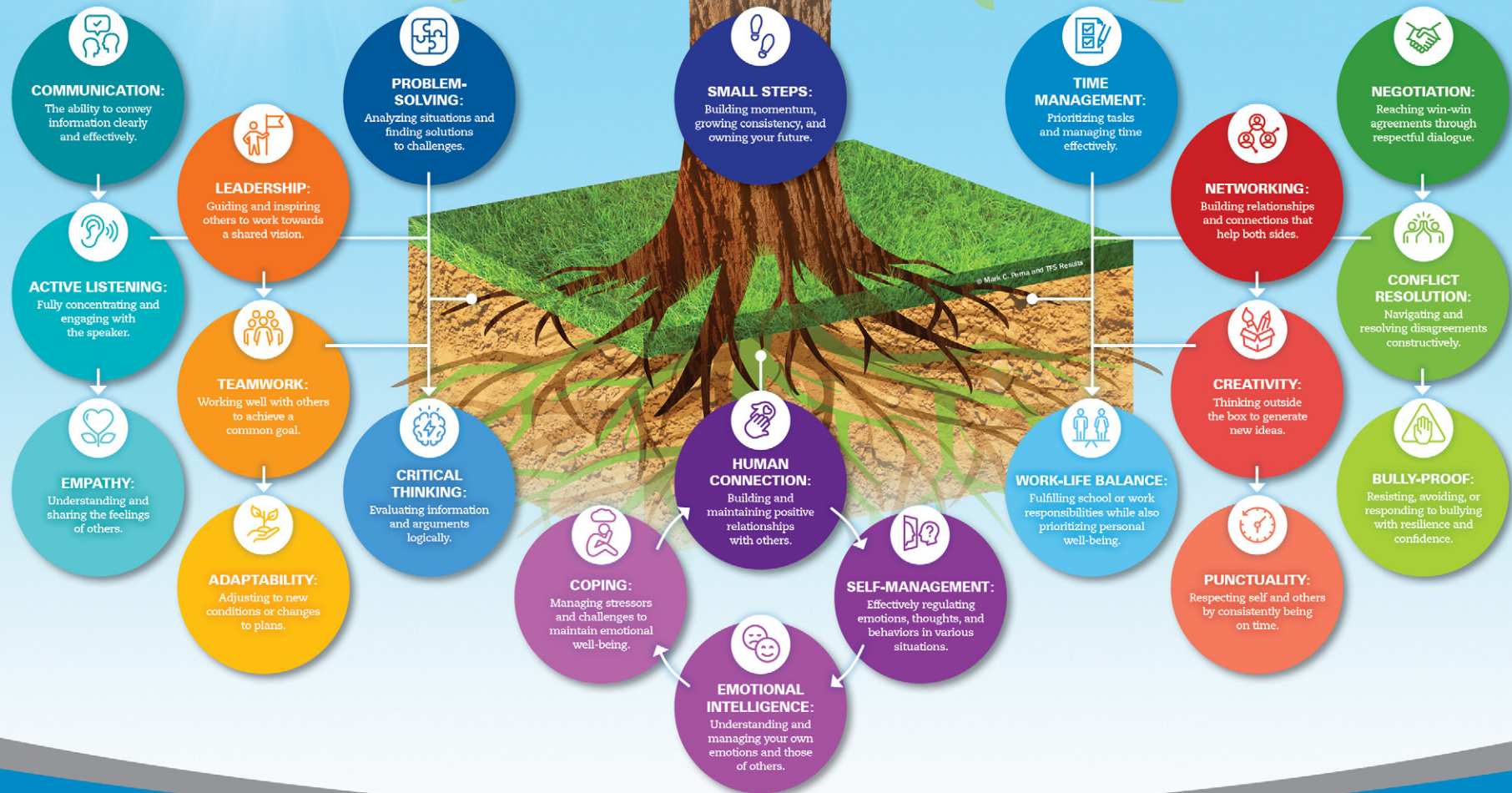
CAREER **TREE**®



AUTHORED BY
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SAMPLE

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SKILL TREE™: MY COMPETITIVE ADVANTAGE



Skill Tree PK–2

Action Journal Sample





3. The Magic of Self-Management | Let's Learn This Skill!

PART 1



What This Means:

Self-management helps us pause, think, and take care of what we need to do—especially when big feelings show up.



3 Big Ideas:

- Take deep breaths when you feel upset
- Pause and think before acting
- Try your best to follow through



Talk About It!

1. What helps you stay calm when you feel big feelings?
2. What's something you try to do all by yourself?

THE MAGIC OF SELF-MANAGEMENT:

This skill helps us stay calm, make good choices, and do what we need to do.



Draw About It! Can you draw yourself staying calm and making a good choice?

What happened? What did you do?

(▲ Can you draw yourself using this skill? Use the space above.)



3. The Magic of Self-Management | I Can Use This Skill!

PART 2

My Magic Step:

Here's one thing I can do to stay calm or on track: _____

(▲ Use the space above to write or draw your answer.)

Someone Who Helps Me:

Draw or write someone who helps you stay calm or focused: _____

(▲ Use the space above to write or draw your answer.)

Where I Can Use It:

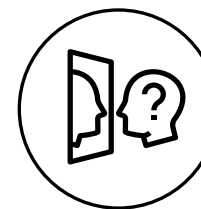
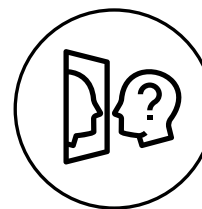
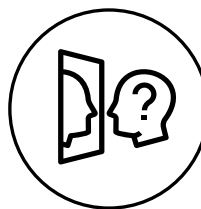
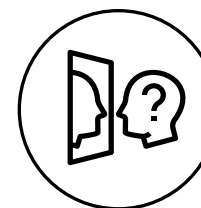
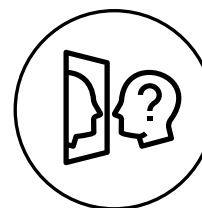
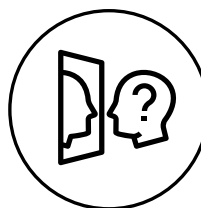
☐ At home ☐ On a team ☐ Other: _____

☐ At school ☐ With family _____

(▲ Use the space above to write or draw your answer.)

Celebrate Your Skill!

Color one icon each time you use this skill:



Skill Tree 3-6

Action Journal Sample





6. The Magic of Communication | What This Skill Means to Me

PART 1

THE MAGIC OF COMMUNICATION:

A skill about sharing ideas, feelings, and needs in clear, kind, and confident ways.



Key Points Review

1. Communication means using our words, tone, and body to share clearly.
2. We can talk, write, listen, and use expression to connect.
3. Being honest and respectful helps others hear us better.
4. Strong communication builds our personal competitive advantage.
5. When we communicate well, we grow friendships and reach our goals.

Think About It:

- What helps you feel heard and understood?
- Why is it important to use kind words when we communicate?

I've Used This Skill When...

"One time I shared my ideas or feelings clearly was..."

(▲ Use the space above to write a few sentences or draw the moment.)



6. The Magic of Communication | Pick a Journal Prompt

PART 2

Choose three of these prompts from the lesson and write or draw your responses below:

1. What helps you speak up when you have something to say?
2. How do you show someone that you're listening?
3. When do you find it hard to communicate?
4. What's one way you can be a better communicator this week?
5. What's something you've said recently that helped someone else?
6. How does it feel when someone really listens to you?
7. Who is a strong communicator you look up to and why?
8. What's one message you want to share with the world?

My First Response:

My Second Response:

My Third Response:



6. The Magic of Communication | My Action Plan

PART 3

My Magic Step:

"What is one small step I can take to use this skill?"

"Each day I will try to..."

Support Squad:

"Someone who can help me take my step is..."

(▲ Name or draw them.)

Where I'll Use It:

- ☐ At home ☐ In class ☐ In the community
☐ At practice ☐ With family ☐ Other: _____

I Will Know I'm Growing When...

"I'll know I'm growing because I'll feel _____
and notice _____."



6. The Magic of Communication | Looking Back & Looking Ahead

PART 4

Something I Did Well:

"One time I used this skill was..."

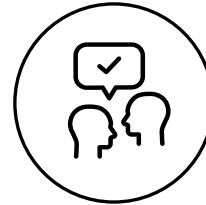
(▲ Write or draw your proud moment.)

How It Felt:

(▲ Use words or pictures to show how it felt inside.)

Celebrate Your Skill!

Color in or decorate one icon each time you use this skill!



My Next Step:

"What's one way I'll keep sharing my ideas with others?"

(▲ Write or draw something you're excited to keep working on.)

Skill Tree 7-12

Action Journal Sample





12. The Power of Problem-Solving | Key Points & Reflection

PART 1

THE POWER OF PROBLEM-SOLVING:

This skill is about thinking through challenges, finding solutions, and taking action to move forward, even when it's not easy.



Key Points Review

1. Problem-solving is the ability to figure out what's wrong and what to do next.
2. It includes thinking clearly, exploring options, and choosing actions that work.
3. Problem-solvers don't avoid problems; they face them with courage and creativity.
4. Solving problems builds your personal competitive advantage in school, life, and work.
5. Every challenge you overcome is a step toward your lifestyle goals.

Reflect on This:

- What's a recent problem you had to solve? How did it turn out?

- What helps you stay calm and focused when things go wrong?

- How can problem-solving shape your future success?



12. The Power of Problem-Solving | Pick a Journal Prompt

PART 2

Choose up to three prompts to respond to. Use this space to think through your own mindset and habits when it comes to solving problems.

Journal Prompts:

1. How do you feel when a problem shows up in your day?
2. What's one problem you've solved recently, and what did it teach you?
3. What steps do you usually take to solve a challenge?
4. When is it hardest to stay calm and focused?
5. How do you know when you need help solving something?
6. How could better problem-solving skills support your personal competitive advantage?

Response #1:

Response #2:

Response #3:



12. The Power of Problem-Solving | Make an Action Plan

PART 3

Take Action:

What's one type of problem I want to get better at solving?

Why is this important to me? How could it add to my personal competitive advantage?

What's a small or everyday problem I can handle more thoughtfully this week?

What helps me think clearly when I'm stuck or frustrated?

What's one tool, question, or habit I can use to solve problems better?

Who can support me in this journey?

Where can I go to get the support I need?

Progress Tracker:

Each time you solve a problem with thought and care, check it off.

- ☐ Step 1
- ☐ Step 2
- ☐ Step 3
- ☐ Step 4
- ☐ Step 5
- ☐ Step 6





12. The Power of Problem-Solving | Looking Back & Looking Ahead

PART 4

What's Working:

What worked well when I solved a problem this week?

What didn't work, and what can I adjust?

What do I feel proud of?

What's one problem I'm ready to solve next week?

My Personal Competitive Advantage Is Growing Because...

Keep It Going:

Every challenge is a chance to grow. What's your *next* step?

Help Your Students Take Action For Their Future!

- Skill Tree Action Journals are available for download at the TFSCareerTree.com portal. Organizations with an active Career Tree license have access to all resources on the portal.
- Printed, spiral-bound Action Journals are also available for purchase. These high-quality journals are affordably priced so that every student can have a tangible record of their growth to look back on.

Connect with us at contact@TFSresults.com to start your Skill Tree journey and equip your students for school, work, and life!



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