

# Next Step Recovery- Life Skills Curriculum

- Week 1 Money Management I**
- Budgeting
  - Balancing Checkbook
- Week 2 Resume Writing**
- Choosing a Format
  - What to include/What not to
- Week 3 Interviewing**
- Dress/Body Language
  - Questions to Prepare for
  - Questions to ask
  - Follow up
- Week 4 Intro to 12 Step Programs**
- Finding and Using a Sponsor
  - Getting Involved
  - Working the Steps
- Week 5 Healthy Relationships I**
- Family
  - Friends/Co-Workers
- Week 6 Healthy Relationships II**
- Romantic
- Week 7 Goal Setting**
- SMART Goals
- Week 8 Time Management**
- Creating a Schedule
  - Setting Priorities
  - Self Performance/Progress Evaluations
- Week 9 Communication Skills**
- Body Language
  - Boundaries
  - Social Etiquette
- Week 10 Computer Skills**
- Microsoft Word
  - Microsoft Excel
- Week 11 Nutrition**
- Food Labels
  - Balanced Diet
- Week 12 Cooking**
- Meal Planning
  - Smart Shopping
- Week 13 Spirituality**
- What is Spirituality?
  - How do I find my connection?