

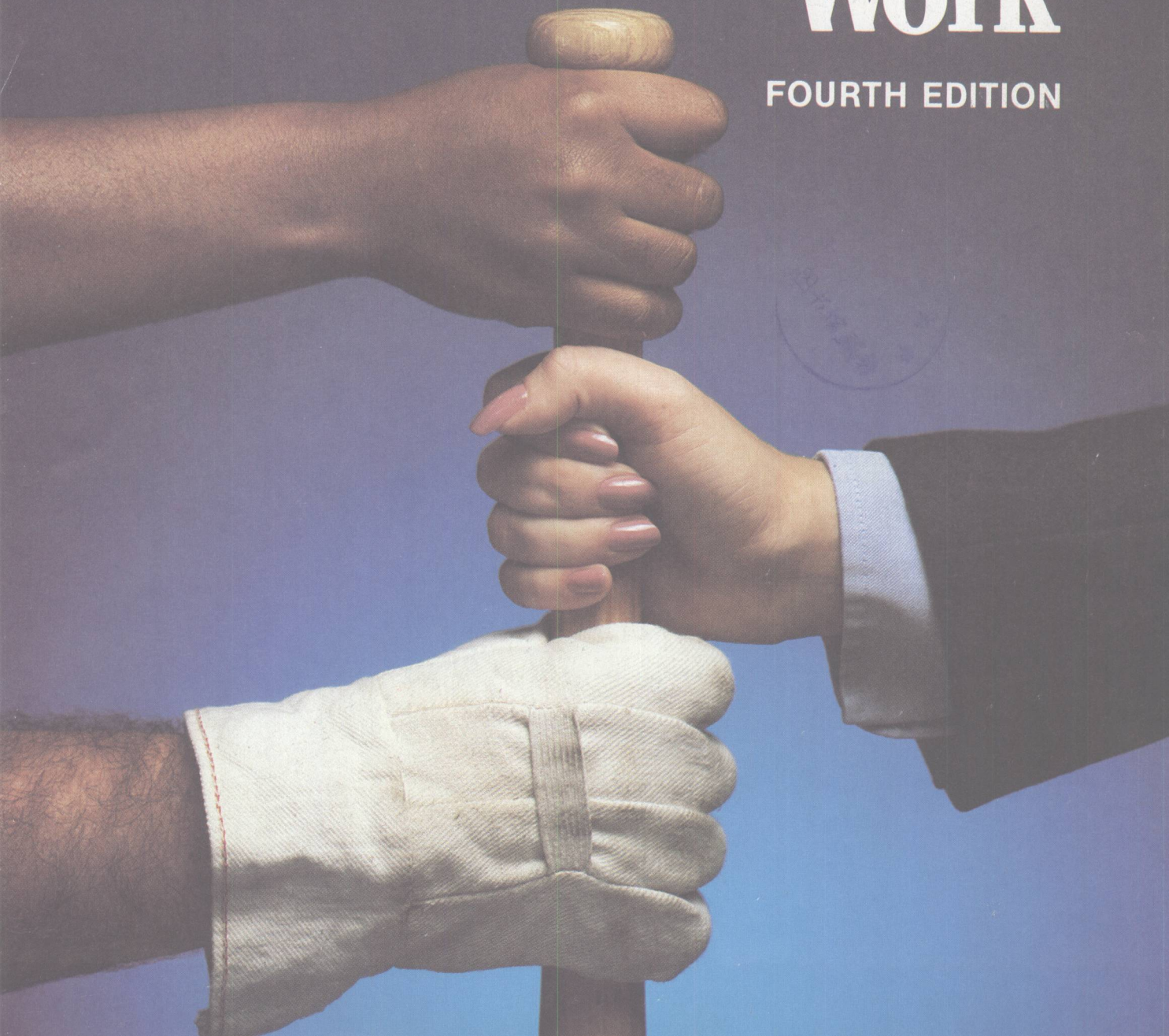
Succeeding in the World of Work



Kimbrell &
Vineyard

Succeeding in the World of Work

FOURTH EDITION





Succeeding in the World of Work

Fourth Edition

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Send all inquiries to:
Glencoe/McGraw-Hill
15319 Chatsworth Street
P.O. Box 9509
Mission Hills, CA 91395-9509

ISBN 0-02-675550-5 (Student Text)

6 7 8 9 10 94 93 92 91 90

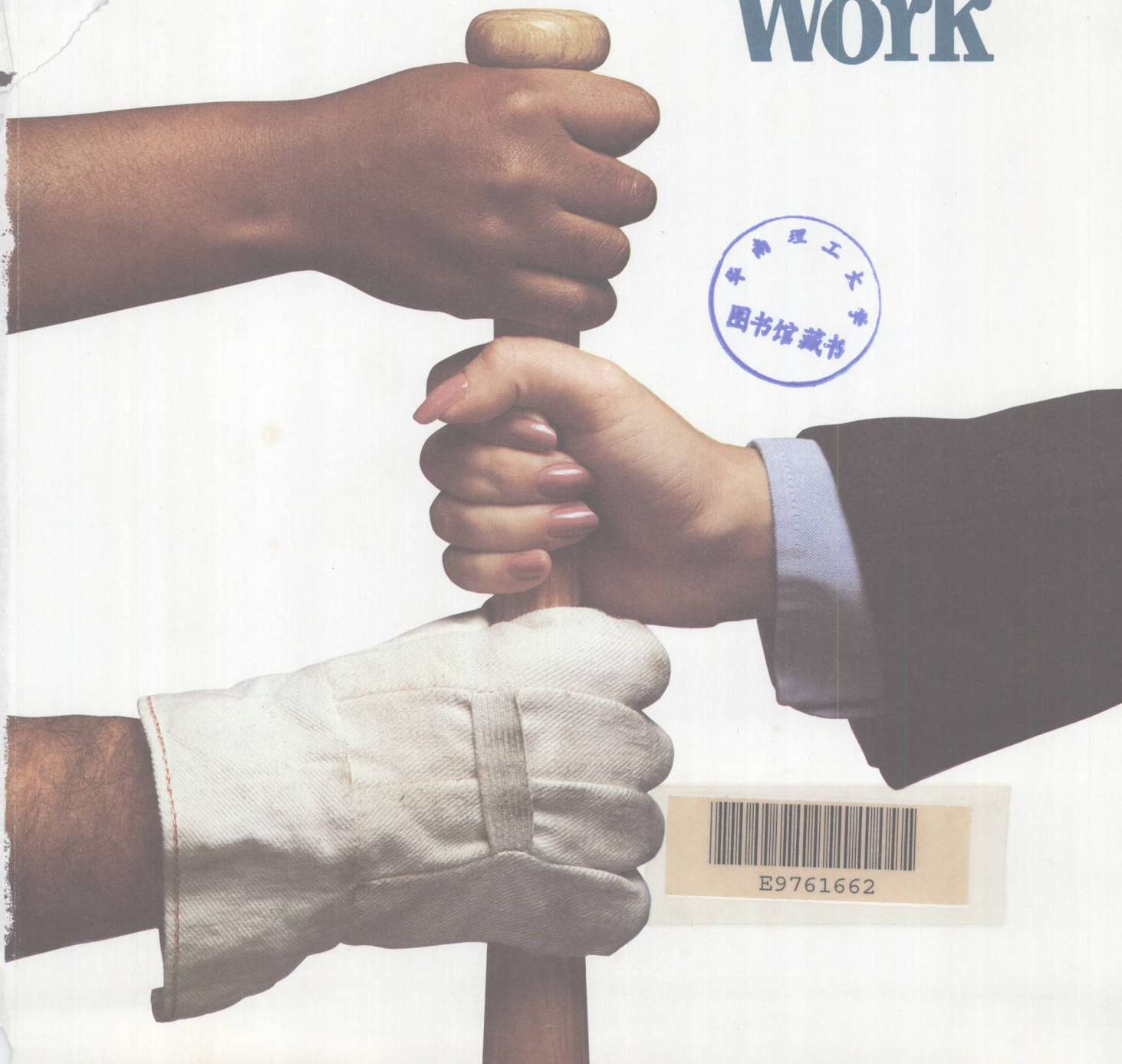
Library of Congress Catalog Number: 85-71611

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Succeeding in the World of Work



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Grady Kimbrell

Research Analyst
Santa Barbara School Districts
Santa Barbara, California

Ben S. Vineyard

Professor and Chairman Emeritus
Vocational and Technical Education
Pittsburg State University
Pittsburg, Kansas

GLENCOE/McGRAW-HILL
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Mission Hills, California

Acknowledgments

The authors would like to express their sincere appreciation to their wives, Mary Ellen Kimbrell and Katherine Vineyard, for their assistance, support, and encouragement.

The authors also express their appreciation to the many associates, students, and friends who contributed to the revision of this book. Special recognition is given to Professors Donald W. Woolman, James Pappas, and Frank Slapar of Pittsburg State University, Pittsburg, Kansas; Mr. Rex Crowley and Mr. Bill Anderson of The National Bank of Pittsburg, Pittsburg, Kansas; Dr. Pauline Paulin, consultant for "Communication Skills;" Dr. Robert Carman and Mrs. Marilyn Carman, consultants for "Math Skills;" and Mr. Gary H. King, consultant for "Computer Literacy."

Introduction

You have probably been looking forward to getting out on your own for a long time. Well, the time has almost come. You will soon be “grown up,” in charge of your own life, and free to come and go as you please.

Being an adult does have its advantages — you will enjoy being your own boss and making your own decisions. Along with the freedom and independence, however, come responsibilities, obligations, and lots of hard work.

As an adult, you will have to work to make enough money to support yourself and perhaps someday, a family. If you are like most people there will never be enough money for everything you want — you will have to learn how to manage your money carefully, to make sure that you get the most value for every dollar. You will also have voting, tax paying, and legal obligations as a citizen of the United States, your state, and your local community.

Are you ready for all of this? Do you have the knowledge, the skills, and the responsible attitude necessary to succeed? Will you be able to achieve and maintain the lifestyle that will make you happy? Do you feel confident that you know everything you’ll need to know once you get out on your own?

If you are not 100 percent sure about your future, reading this book will help you. You will learn how to make some decisions and plans about your life so that you can get started in the direction you want to go. You will learn how to get the job you want and be successful at that job. You will review some basic skills and learn some new ones. You will learn how to manage your money wisely and how to meet your adult responsibilities. All together, you will learn the practical things you need to know now as you prepare to set out on your own.

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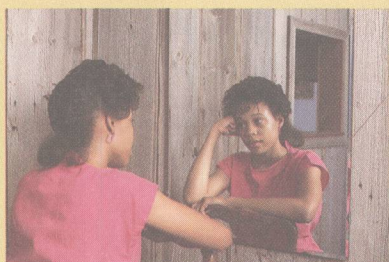


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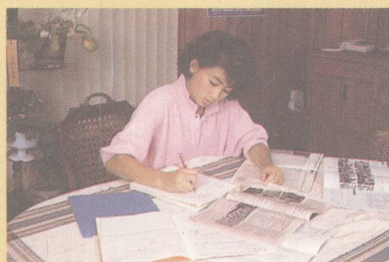


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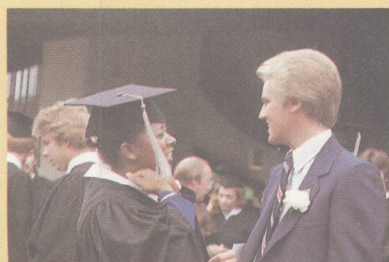


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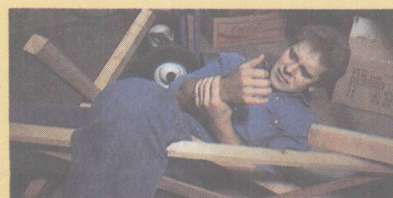
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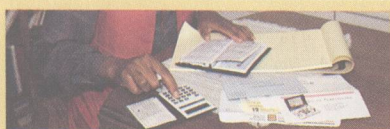
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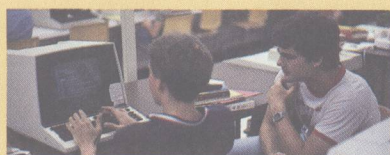


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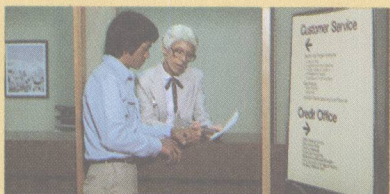


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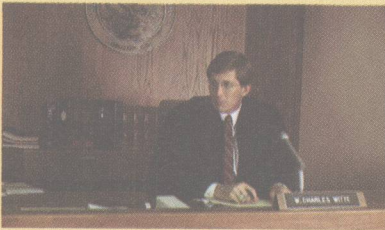
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PLANNING YOUR FUTURE

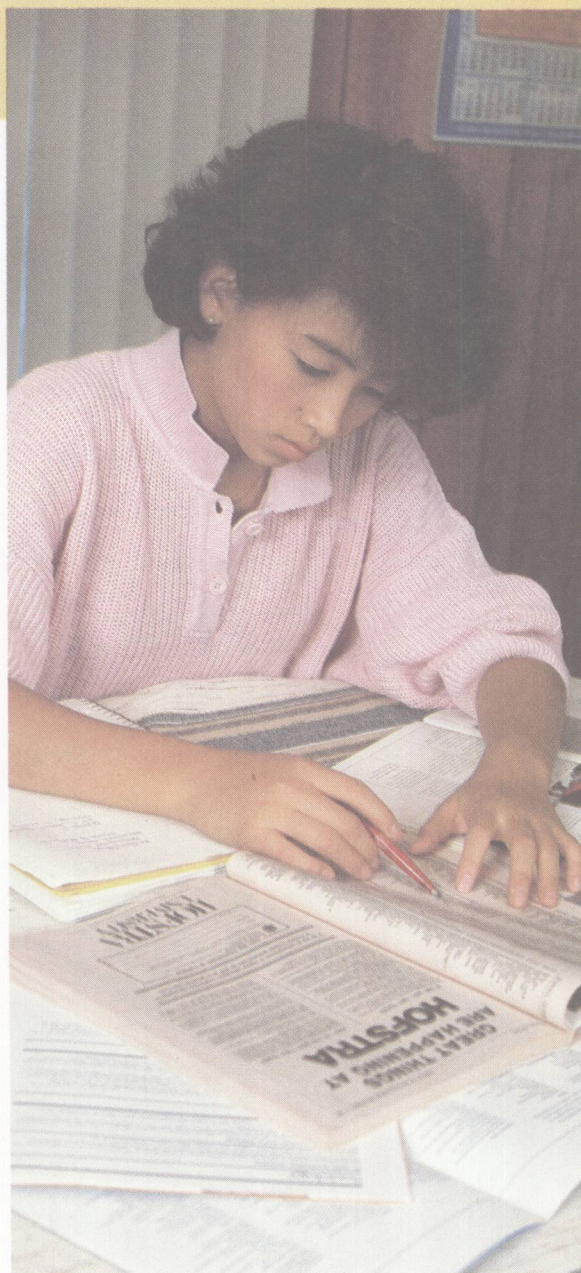
PART ONE

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-

Have you decided what you are going to do with your life? Do you know what kinds of jobs are going to be available when you get out of school? Isn't it about time for you to establish a goal and start working toward it?

In this section you will read about the world of work — what it's like and how it affects every part of a person's lifestyle. You will spend some time getting to know yourself better so you can find a career that matches well with your interests and abilities. You will explore the thousands of occupations that make up the world of work and learn how to gather information about these careers. And finally, you will make a tentative career decision and develop a plan of action to reach your ultimate career goal. After completing this section, you should feel more confident and excited about your future.



CHAPTER ONE

The World of Work: Choices and Challenges

DO YOU KNOW . . .

- how your career affects your overall lifestyle?
- why people work—other than for money?
- how to use a strategy for making career decisions?

CAN YOU DEFINE . . .

- career?
- esteem?
- identity?
- job?
- lifestyle?
- self-realization?
- work?



When you were growing up, did you ever pretend that you were an astronaut? Did you ever think about being a movie star—or a truck driver—or a doctor? Most of us have daydreams in which we look and act like a famous, real-life hero, or a character in a favorite TV show. While our daydreams may not have been realistic, they started us thinking about the world of work.

Your place in the world of work will influence every part of your life for a big part of your lifetime. Your job will probably be the main activity in your life. This is why choosing the kind of work you will do is one of the most important decisions you will ever make.

In this chapter you will learn about work—why it is important and how it affects your life. You will also learn about the decision-making skills that everyone needs. Once you develop these skills, you can use them to choose the best career for you.

Lifestyles and Careers

A survey of high school seniors said, "Soon you'll be graduating. Each of you will be going in a different direction, making your own life. What, more than anything else, do you want out of life?" Do you know how you would have answered that question? Here are some typical answers from high school seniors.

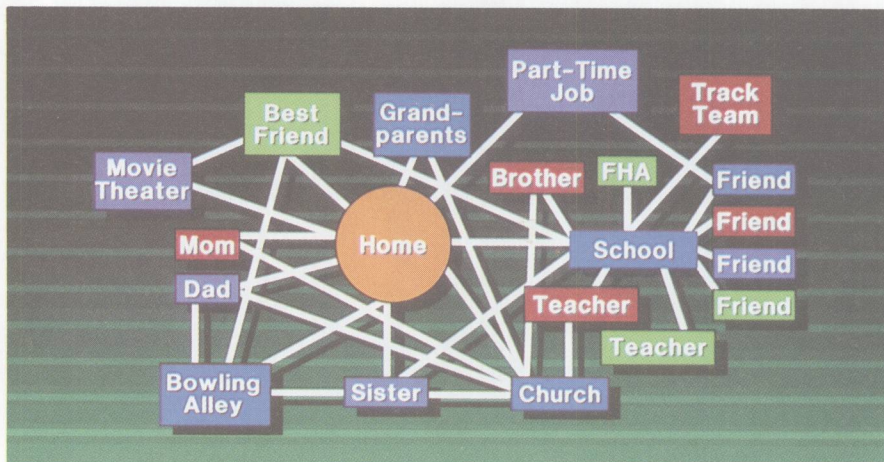
- "To be able to travel and live wherever I want."
- "To make a better life for me and my family than my parents had."
- "To become rich and famous."
- "To grab all the gusto I can."
- "Just to enjoy life, wherever I am."

Although their answers differed, these seniors shared a common idea about the future. They all wanted, each in his or her own way, a happy, satisfying lifestyle.

You've probably heard the word *lifestyle* many times. Have you ever thought about what it means? Do you have any idea what it has to do with the world of work? Before we answer these questions, let's make sure we understand a few very basic terms from the world of work.

Job, *work*, and *career* are words that are often confused. We define work as any productive activity that results in something useful. People who work are usually paid for it, but not always. For most people work means having a job and getting paid for doing that job.

Does this diagram look like your present lifestyle? What elements would you add or subtract? Which elements should be bigger or smaller?



To a working person, a *job* may mean one particular task. Usually, though, people use the word *job* to mean the collection of tasks or duties that a person does to earn a living. This is what we mean when we talk about jobs—jobs like truck driver, housekeeper, and teacher.

The work a person does over a period of years is known as a *career*. Most people have many different jobs in their careers. We usually think of a career as a sequence of jobs in the same field of work.

Lifestyle, in simple terms, is the way we live. It's where we live, the kind of food we eat, the way we spend our free time. It is also the way we spend our work time.

In sum, a lifestyle is something we each create in the way we choose to use our time and resources. This means, of course, that each person's lifestyle is unique. No two lifestyles are exactly the same.

Lifestyle Patterns

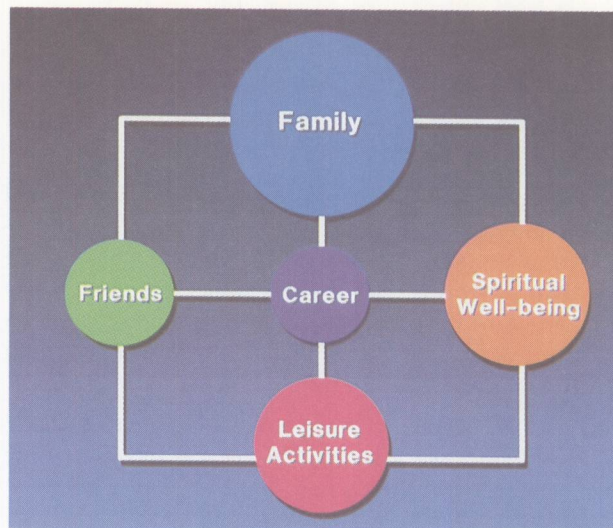
Many things go into making up a person's lifestyle. Among other things, a detailed diagram of your lifestyle would include the following.

- The area in which you live
- The kind of house you live in
- The car you drive
- Your relationships with your family and friends
- Your favorite foods, movies, and leisure activities
- The school you attend

Your lifestyle pattern might look something like the diagram at the bottom of this page.

Another way of looking at lifestyles is to group related activities into major lifestyle categories. For example, you could put all the lifestyle elements into the five groups shown below.

Notice that each group of activities in the lifestyle pattern is the same size. This pattern assumes that the five parts of this person's lifestyle are of equal importance. In reality, of course, most people consider certain parts of their life more important than others. A lifestyle diagram for most people would show circles of various sizes, such as you see at the right.



The diagram above represents the lifestyle pattern of a person whose family is by far the most important part of that person's life.

The diagram features five circular images arranged in a square pattern, each representing a different lifestyle category. The images are: Family (top, largest circle, showing a family reading together), Career (center, showing a woman talking on a phone), Friends (left, showing two women running), Spiritual Well-being (right, showing a man and a woman talking), and Leisure Activities (bottom, showing a person working at a desk). The Family image is the largest, indicating it is the most important part of the lifestyle.

FAMILY

CAREER

FRIENDS

SPIRITUAL WELL-BEING

LEISURE ACTIVITIES

This is one way of grouping all of the people, activities, and places that make up a person's lifestyle. Which of the five parts do you believe will be the most important in your lifestyle?

Each major part of your lifestyle affects the others. This is particularly true of your work—your career. Maybe you noticed that *career* was placed at the center of each lifestyle pattern. This was done for a very good reason—for most people *work is the central activity around which they plan their daily lives*.

Are you beginning to see what a lifestyle pattern is? Even more important, do you see the connection between lifestyles and the world of work?

Make a Decision

Suppose that you just inherited \$250,000 from a rich uncle whom you never met. In your uncle's will, he suggested that you use the money to make your lifestyle happier, and more satisfying. Think about the ways in which you could use the money? What's your decision—how will you spend your inheritance to improve your lifestyle? Give reasons for your decisions.

Your Identity—Your Work

As a student, your lifestyle is determined mainly by your role as a student. Being a student is probably the main activity in your daily life. Your *identity* (the personal quality or activity by which you are best known) is that of a student. When you are introduced to another person, you may be asked, "Where do you go to school?" or "What grade are you in?"

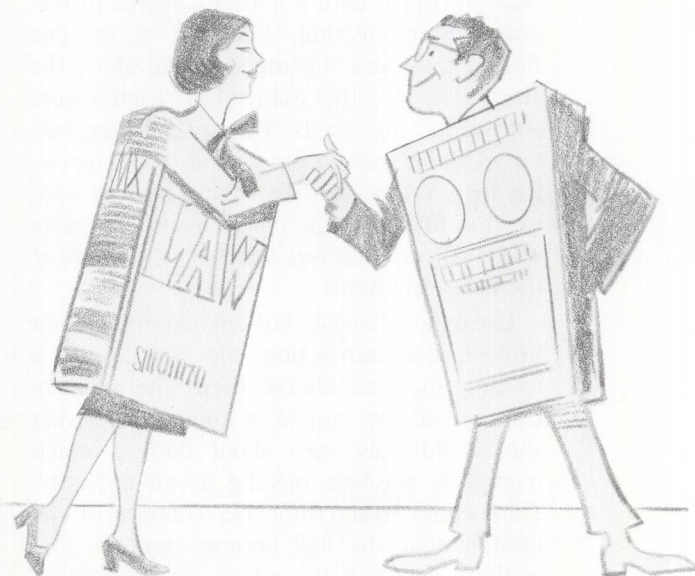
As an adult, you will have a new identity. It will be determined by the kind of work you do to earn a living. When you are introduced to another person, you may be asked, "What do you do?" or "Where do you work?"

Other things will help make up your total identity, but you will be known mainly by the work you do. Your work becomes your identity. We don't say, "Jim works as a teacher." We say, "Jim *is* a teacher." Sara doesn't work as a plumber. She *is* a plumber. Even the work you plan to do is used to identify you. For example, college students are sometimes identified as *pre-law* or *pre-med* students. They *plan* to work as lawyers or doctors.

As you start turning your dreams into reality, keep in mind the impact that your work will have on your overall lifestyle. The work you do to earn a living will

- largely determine your circle of friends.
- determine how much time you will have to spend with your family.
- probably determine your standard of living, as a result of how much you earn from your job.
- influence your political decisions.

Just by knowing the kind of work you do, other people will be able to guess a great deal about you. They'll probably know who some of your friends are, where you live, where you work, how much you earn, how much education you have, and how you spend your leisure time. Did you know that your work can affect your life in so many ways? Consider the following examples on the next page.



One of the questions people will ask you when they meet you for the first time is, "What do you do for a living?" Your identity will probably be determined by your career.