

Reading Checklists

These reading checklists are companions to the [*Success Spoken Here*](#) book.

Track Your Reading Progress

Most projects are easier when broken down into small pieces. Reading a helpful book is no different.

How it Works: Print these checklists and use them to track your progress as you work through the book.

For Parents: Use the same checklists as you read the material yourself, completing the same checklist as your child—initialing each chapter as both of you complete them. (See example below.) Also, discuss each chapter as you go.

Reading Checklist - Example

	Chapter Title	Pages	Date Started	Date Finished	Initials	Comments
	First Job Success	5-6	1 Sept	1 Sept	SR / jr	Looks good; eager to read more.
1	Get a Job!	7-8	1 Sept	1 Sept	SR / jr	I DON'T WANT TO REPAIR SEPTIC TANKS!!!
2	Barbecue, Baskin Robbins & Bicycles	9-12	2 Sept	2 Sept	SR / jr	I wonder if that craft store would hire me? Aunt Brenda knows the owner!
3	Plotting Your Own Course	13-20	3 Sept	4 Sept	SR / jr	This writer sounds just like my counselor!
4	Why Do Companies Succeed?	21-23	5 Sept	5 Sept	SR / jr	I never thought about it like this.
5	Verbal Communications	25-31	6 Sept	7 Sept	SR / jr	I wish people told me I was <u>too</u> quiet. We'll practice on Sunday.
6	The Job Search	33-58	8 Sept	8 Sept	SR / jr	First stop on my way home from school: Carol's Craft Store
7	Countdown to Day One	59-67	9 Sept	9 Sept	SR / jr	As if I need a reason to have my hair done. Check car tire air pressure.
8	Ready for Success	68-72	10 Sept	10 Sept	SR / jr	Those goofballs at the bike shop need to re-read this one!
9	On-the-Job Behavior	73-80	10 Sept	10 Sept	SR / jr	My phone is going to miss me while I work.
10	Prioritizing Tasks	81-82	10 Sept	10 Sept	SR / jr	Helpful info.
11	Juggling Customers	83-87	12 Sept	12 Sept	SR / jr	This chapter title is funny. Don't drop any!
12	Be Discreet	89-90	12 Sept	13 Sept	SR / jr	We both know someone who needs to read this one.
13	And for Your Next Challenge	91-93	13 Sept	13 Sept	SR / jr	Looking forward to reading about enhancing my impact at work.

Reading Checklist - Part I

	Chapter Title	Pages	Date Started	Date Finished	Initials	Comments
	First Job Success	5-6				
1	Get a Job!	7-8				
2	Barbecue, Baskin Robbins & Bicycles	9-12				
3	Plotting Your Own Course	13-20				
4	Why Do Companies Succeed?	21-23				
5	Verbal Communications	25-31				
6	The Job Search	33-58				
7	Countdown to Day One	59-67				
8	Ready for Success	68-72				
9	On-the-Job Behavior	73-80				
10	Prioritizing Tasks	81-82				
11	Juggling Customers	83-87				
12	Be Discreet	89-90				
13	And for Your Next Challenge	91-93				

Reading Checklist - Part II

	Chapter Title	Pages	Date Started	Date Finsihed	Initials	Comments
	Hospitality Spoken Here	93-94				
14	Upping Your Game	95-96				
15	Customer Craft					
	- pages	97-111				
	- pages	111-120				
	- pages	120-137				
16	Merchandise Appreciation	139-156				
17	Business Atmosphere	157-176				
18	Conclusion— What's Next?	177-178				