

Fall 2016

CLAIM YOUR YOUTH

TIME MANAGEMENT



High school is a very busy time for teenagers. With classes, sports, and possibly an after school job, it can be a lot to manage. As you get older, responsibilities and chores also increase, so it's important to learn good time management techniques now. Managing your time is good for a number of reasons.

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SOME OF THE BENEFITS OF TIME MANAGEMENT INCLUDE:

- Reduced anxiety when projects are due in school or test dates are approaching.
- Increased responsibility and independence.
- Better decision-making skills.
- More time for family and friends.
- Better performance at work and school.
- More opportunities to relax and unwind.

So now that you know the benefits of time management, how do you do it? According to Time Management Success, the first step is to place value on time. Understanding and becoming more aware of time can make it easier to find ways to deal with distractions and help you develop better lifestyle habits.

HERE ARE A FEW TECHNIQUES THAT CAN HELP YOU MANAGE YOUR TIME BETTER:

- 1 CREATE A PLAN.** Fastcompany.com interviewed various teenaged scientists, who spoke on how they planned their days out every night before they went to bed. “By planning everything out, one, I know I’ll do it, and two—I know I’ll do it in a timely fashion,” said Zarin Rahman, who won seventh place at the Intel Science Talent Search for studying screen time and sleep among students. Having the schedule ahead of time kept her balanced and undistracted throughout the day.
- 2 MAKE TIME FOR YOUR PRIORITIES.** Anything great that happened in the world took time and effort. Now you may not be a young scientist, but you could be really into your sports or music. To get better, you have to practice and find new ways to improve your abilities. Schedule out time during your crazy week to focus on things that are important to you, even if it is for five minutes.
- 3 BREAK UP THE BIG PROJECTS INTO LOTS OF LITTLE ONES.** Got a huge school project due in two weeks? As most students do, they wait until the last minute to get the entire assignment done in a day. When you have a lot to do, it is easier to break down tasks into reasonable chunks. “I found, with school homework, if you have 50 exercise problems, you can do five problems here, five problems there,” says Eric Chen, 2014 Intel Science Talent Search competition.
- 4 TAKE SMART BREAKS.** Instead of taking a break to do nothing or watch TV, use them as a way to advance you towards your more personal goals or hobbies, like practicing photography or running for a 5K.

Planning for your future NOW!

As a teenager, you're probably not thinking about how to plan or save for retirement. However, your first full time job out of high school may offer a 401K, and at 18 you can open a Roth IRA. Understanding what these can do for you and taking advantage of setting this up now can greatly impact your financial future when you do finally decide to retire later on in life.

What is a 401(k)?

A 401(k) is a retirement plan you set up with your employer, and it allows you to save and invest a portion of your paycheck. With a 401(k), you can invest into one or more funds provided by your companies plan.

BENEFITS OF STARTING A 401(K)

In some cases, employers will "match" an employee's contribution. For example, if you decide to invest 5% of your monthly salary into your 401(k), your company will put in the same amount.

Another advantage to a 401(k) is that most plans offer various investments options to choose from, each of which range in risks and rewards. Typical choices include:

- Money market funds
- Stable value accounts, including guaranteed investment contracts (GICs) or bank deposit accounts
- Bond mutual funds
- Stock mutual funds
- Your own company's stock

The best benefit to a 401(k) is that your contribution is taken out before your paycheck is taxed. This means your income tax is lower which in turn, lowers your tax bill.

What is a Roth IRA?

A Roth IRA is a special retirement account where you pay taxes on the money you put into your account and then withdrawals are tax free.

BENEFITS OF HAVING A ROTH IRA

There is a lot of flexibility with Roth IRA's. You are able to withdraw your contributions at any time without taxes or penalty. While you normally must have a Roth account for at least five years and be at least 59, there are some exceptions. Some include death or disability to the account owner, or to purchase a first home for yourself.

You never have to withdrawal out of your account. This is a great advantage to Roth IRA's because it allows your balance to continually grow.

Lastly, if you decide to work during retirement you can still make contributions to your Roth IRA.

Whether you decide to go with both a 401(k) and a Roth IRA or just one, it is best to get started right away because it can really help in providing a great foundation for your future.



EDUCATION,

TRAINING

AND INFORMATION

Cooperatives provide education and training for members, elected representatives, managers and employees so they can contribute effectively to the development of the cooperative.

Credit unions place particular importance on educational opportunities for their volunteer directors, and financial education for their members and the public, especially the nation's youth. Credit unions also recognize the importance of ensuring the general public and policy makers are informed about the nature, structure and benefits of cooperatives.

MANAGING YOUR SOCIAL MEDIA IMAGE



Our world is much more connected than before. A lot of that is in part of social media and because of this, how we communicate and interact with one another is done online. As a result, many individuals are positioning their social presences in a certain way. This may not seem important to you now, but your social media presence and what you say online can influence your future endeavors like applying for college or getting a job.

For example, when applying for a job, employers want to know about who you really are. The best way they can do that is to look at your social media. This can either make or break a person, and this is why it is important to have a strategy for managing your social media image.

Here are some suggestions on how to manage your social media image:

- **Think about what you post.** It's important to keep in mind the message you leave your audience with and how it will tie back to you. Sharing an inappropriate post can raise questions to the dean at the school you're applying for or be brought up in an interview
- **Share articles, accomplishments, and other pieces that you are proud of** to promote a positive image of yourself
- **If possible, keep your accounts private.** Everything you share or write online, stays online. Make sure it can only be seen by a select group of friends and family.
- **Take control of your online image** by creating a Google profile, buying your Domain name, and posting organic content

Now this isn't about controlling or hiding who you are online - it's the exact opposite. You want to highlight all the things that make you great and why people should accept you into their university or hire you. You want to convey a positive message about yourself and build a good reputation with your social media.

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