

TeenBasics.com

Teen Life Skills Workbook

Simple Lessons for Confidence, Responsibility, and Everyday Independence

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Printable digital workbook for personal, family, classroom, church youth, or mentoring use.

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How to Use This Guide

Use this workbook one section at a time. Teens can complete it independently, with a parent/guardian, in a mentoring session, or as part of a youth group discussion. The goal is not perfection; the goal is growth, reflection, and practical habits.

What Is Inside

- Getting to Know Yourself
- Responsibility Basics
- Time Management
- Communication Skills
- Hygiene and Self-Care
- Decision-Making
- Basic Money Habits
- Confidence and Character
- Digital Habits & Screen Time
- Handling Peer Pressure

Section 1: Getting to Know Yourself

Before a teen can manage responsibilities well, it helps to understand who they are becoming. This section gives space to think about strengths, challenges, values, and goals.

Lesson: Who Am I Becoming?

Growing up is not only about age. It is about character, choices, and habits. A teen does not have to be perfect to grow; they only need to be honest, teachable, and willing to take the next right step.

- Three things I do well:
- Three things I need to improve:
- One habit I want to build:
- One habit I need to break:
- The kind of person I want to become:

Worksheet: My Personal Snapshot

Question	My Answer

Section 2: Responsibility Basics

Responsibility means learning to manage what belongs to you: your attitude, assignments, room, time, words, phone, and choices.

My Responsibility List

Use this page to identify what belongs to you and how often it needs attention.

Area	What I Am Responsible For	How Often?	Done?

REMINDER

Responsibility is built by repeated actions. Small habits done daily matter more than big promises made once.

Section 3: Time Management

Time management is not about being busy. It is about putting the most important things first.

RULE

The School-First Rule: School, homework, rest, and health should be placed on the calendar before entertainment, scrolling, and extra activities. Planning helps you protect what matters.

Time Block	Monday	Tuesday	Wednesday	Thursday

Daily Non-Negotiables

- Pack backpack
- Prepare clothes
- Complete homework
- Charge devices
- Review tomorrow schedule
- Set alarm

Section 4: Communication Skills

Good communication helps teens build trust with parents, teachers, coaches, employers, friends, and future leaders.

- Listen before responding.
- Speak with respect, even when you disagree.
- Ask for help before a small problem becomes a big problem.
- Apologize without blaming someone else.
- Use words that solve problems instead of creating new ones.

Worksheet: Better Response Practice

Instead of saying...	Try saying...

Section 5: Hygiene and Self-Care

Self-care is not selfish. It is part of being responsible for your body, mind, and daily presentation.

- | | |
|--|--|
| <input type="checkbox"/> Brush teeth morning and night | <input type="checkbox"/> Wash face |
| <input type="checkbox"/> Shower or bathe | <input type="checkbox"/> Use deodorant |
| <input type="checkbox"/> Wear clean clothes | <input type="checkbox"/> Care for hair |
| <input type="checkbox"/> Drink water | <input type="checkbox"/> Prepare clothes/supplies for tomorrow |
| <input type="checkbox"/> Get enough rest | <input type="checkbox"/> Tell a trusted adult when overwhelmed |

Reflection

Section 6: Decision-Making

Choices have consequences. A wise teen learns to pause before acting, especially when emotions, peer pressure, phones, or social media are involved.

DECISION FILTER

Before making a choice, ask: Is it safe? Is it honest? Will it hurt my future? Would I be embarrassed if my parent, teacher, pastor, coach, or mentor found out? Is this helping me become the person I want to be?

Worksheet: My Decision Filter

Decision I Need to Make	Possible Consequences	Best Choice

Section 7: Basic Money Habits

Money is a tool. It should be managed with a plan instead of spent only by feeling.

- Know the difference between needs and wants.
- Save before spending.
- Track where money goes.
- Wait before big purchases.
- Every dollar needs a job.

Category	Percent	Amount

SAMPLE PLAN

Sample plan: 10% giving/helping, 40% saving, 40% spending, 10% future goals. Adjust with parent guidance.

Section 8: Confidence and Character

Confidence is built through preparation, honesty, effort, and keeping your word.

STATEMENT

I want to be known as someone who is honest, respectful, responsible, prepared, kind, dependable, and teachable.

Worksheet: My Personal Code

Value	What It Looks Like in Real Life

My commitment:

Section 9: Digital Habits & Screen Time

Phones and screens aren't the enemy, but unmanaged screen time quietly crowds out sleep, homework, and face-to-face relationships. Building intentional habits now makes this easier for life.

- Phone away during homework
- No phone at the dinner table
- Screens off at least 30 minutes before bed
- Notifications limited during school hours
- I know what I'm scrolling for, not just scrolling

TRY THIS

Try tracking your actual screen time for one week before deciding what to change — most people underestimate it significantly.

My Screen Time Reflection

Section 10: Handling Peer Pressure

Peer pressure isn't always loud or obvious — it's often just the quiet pull to go along with the group. Deciding your values in advance makes it easier to act on them in the moment.

- It's okay to say no without a long explanation.
- A real friend respects a boundary the first time.
- Having an exit plan (a text code word, a ride on standby) removes pressure in the moment.
- Who you spend the most time with shapes who you become — choose intentionally.
- Practicing a response ahead of time makes it easier to use when it matters.

Worksheet: My Exit Plan

Situation	What I'll Say or Do