

HOW TO BE SELF SUFFICIENT WITH HIGH FUNCTIONING AUTISM

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OUTLINE

I. INTRODUCTION

II. MAKING THE DECISION TO BE SELF SUFFICIENT

III. RESOURCES (2 Q & A SESSIONS)

- **How to Get a Job**
- **How to Get Your Own “Pad”**

IV. “THE RULES OF LIFE” (Q & A SESSION)

V. WORKING WITH HFA LIMITATIONS (Q & A SESSION)

VI. MAINTAINING SELF SUFFICIENCY

VII. REVIEW

STEP BY STEP OUTLINE HOW TO GET A JOB

I. SELF ASSESSMENT

- **Know your special skills, talents and work capabilities**
- **Decide what type of occupations will best use them**
- **Decide what field you would like to apply them**
- **The Stop Gap Job**

II. NETWORKING (75% of jobs are never advertised)

- **Internet**
- **Face to Face/Volunteer Opportunities**
- **Phone**

III. SELL YOURSELF

- **Choose your 10 favorite organizations and contact them**
- **Resume (7% success rate)**
- **Interview**
- **Disclosure**
- **Negotiation**

IV. ONLINE BUSINESS (Optional)

- **What products would I want?**
- **What needs aren't there?**
- **How do I supply it?**
- **Research and gather information before starting**

INTERVIEWING TIPS

- ❖ **Schedule & keep the interview to no more than 20 minutes**
- ❖ **Prepare to know as much as you can about the company before the interview**
- ❖ **Write down any questions before the meeting**
- ❖ **Prepare the answers for the five basic questions from employers listed below**
- ❖ **Dress appropriately and be well groomed (for most office positions- suit & tie)**
- ❖ **Make sure you know the location and logistics**
- ❖ **Arrive fifteen minutes early**
- ❖ **Remember to smile and make eye contact when you walk into the room. Use good posture and give a firm handshake**
- ❖ **Use eye contact without staring during the interview**
- ❖ **Keep your answers short (20 seconds to 2 minutes)**
- ❖ **Don't interrupt the interviewer, remember the give and take in conversation**

- ❖ **When prompted, make sure you ask appropriate questions about the organization**
- ❖ **Do not bad mouth previous employers, no matter how bad the experience was**
- ❖ **Employers really don't care about your past, they ask questions to predict future behavior**
- ❖ **Ask a good closing question for future action (i.e. Can you offer me this position?", "When can I expect to hear from you?" etc.)**
- ❖ **Thank the interviewer for his/her time and send a thank you note immediately afterwards**
- ❖ **Research salary range for the position you are seeking**
- ❖ **Whoever discusses salary first during the interview usually loses**
- ❖ **How you conduct your job search indicates to the employer how well you can do the job**

THE FIVE BASIC QUESTIONS (From Employers)

Why are you here?

What can you do for us?

What kind of person are you?

What distinguishes you from others that can do the job?

Can I afford you?

THE FIVE QUESTIONS EMPLOYEES SHOULD ASK

What are my responsibilities?

What are the skills a top employee should have?

Are these the type of people I would want to work with?

What makes me different from other people who can do the job?

Can I persuade them to hire me at the salary I need or want?

THE STEP BY STEP PROCESS OF GETTING YOUR OWN “PAD”

Make sure you have a good source of income and money saved

Know what type of place you want

Know what neighborhood you want to live in

Determine your price range per month

***Look closely at your potential places**

***Ask many appropriate questions about the place**

***Meet and negotiate a deal with your prospective landlord**

***Read and sign the lease**

***Verbal agreement (if there is no lease)**

Security & first month's rent (down payment)

Organize & Pack anything you need from your old place

Discard what you don't need

Determine how you'll transport your stuff to your new place

***BE VERY CAREFUL WITH THESE STEPS**

I recommend getting a small apartment and live close to your family to start

15 “RULES OF LIFE”

- **Take care of #1 (YOU) before others**
- **No one has a corner on knowledge, resources & wealth- “Having it all” is a myth**
- **Everything changes yet they remain the same (i.e. The Wheel)**
- **Life is not fair (or easy)**
- **Very few rules are black & white (i.e. Speed Limits)**
- **Feast or famine (i.e. Farmer’s Crops)**
- **No one is perfect-mistakes bind us together**

- **Most decisions we make are not life or death**
- **Risk is an important part of life**
- **There are things in life we must do that we don't like (i.e. Paying Taxes)**
- **The Golden Rule- "DO UNTO OTHERS AS THEY DO UNTO YOU"**
- **No man is an island (Ask for HELP)**
- **People will resist change unless they are ready for it (or otherwise dissatisfied)**
- **Everything in moderation**
- **We are animals (Energy or "Vibes")**

**THE MEANING OF LIFE IS TO DO WHAT
MAKES YOU HAPPY & DO WHAT YOU CAN
TO HELP OTHERS! LIVE!**

WORKING WITH AS/HFA LIMITATIONS

SELF ASSESSMENT IS CRUCIAL (*Know thyself*)

ESTABLISHING PRIORITIES

- **Food**
- **Clothing**
- **Shelter**
- **Money**
- **Everything Else** (*The order is up to you*)

Trying to do too much at once (*No multitask*)

Skipping steps/Trying to do two or more at the same time (*i.e. Walking before running*)

Trying to do too much in a day (*Pace yourself*)

UNSTRUCTURED TIME

- **Procrastination/shutting down when overwhelmed** (*Choose & do*)

- **Difficulty starting a project** (*Push yourself to start*)
- **Trying something new** (*Try & succeed*)

WHEN BEGINNING AN UNFAMILIAR PROJECT

- **Familiarize yourself with the process**
- **Identify the steps**
- **Work step by step**
- **If necessary break the steps into baby steps**

Poor estimation of time to complete a task;
X-factor (*Know when to say when*)

Roommates/ Personal space of others (*Know limits*)

Perfectionism (*Be satisfied with good work*)

Literal mindedness (*Limits opportunities*)

Distractions (*Minimize them*)

There should be a balance between work & play
(Join groups)

Assertiveness *(Improve social skills)*

Self Advocacy *(Know your rights)*

Be your best friend *(Accept Bad / Reward Good)*

Late diagnosis *(Self Acceptance)*

SAMPLE MASTER LIST WEEKLY VIEW

TASK

ACTION

FOOD

Grocery Shopping

CLOTHING

Purchase Clothes

SHELTER

**Cook
Clean
Laundry
Dishes**

JOB

Self Assessment

SECOND JOB

Internet business

BUDGET

**Weekly
Monthly**

AS CHARACTERISTICS

***Varies**

WORKOUT

3 Times/2 hrs./Week

Set up point system to reward yourself for each task worked on to buy your favorite item (not illegal, immoral or fattening)

HOW TO REMAIN SELF SUFFICIENT

- ✓ **KEEP MONEY ROLLING IN**
- ✓ **KEEP TRACK OF YOUR FINANCES**
- ✓ **STICK TO YOUR OWN RULES (LISTS/
REWARD SYSTEM)**
- ✓ **USE THE POSITIVE ASPECTS OF HFA TO
YOUR ADVANTAGE**
- ✓ **AVOID BUREAUCRACY (SAPS TIME &
ENERGY)**
- ✓ **BE RIGID, YET FLEXIBLE**

✓ **EXPECT THE UNEXPECTED**

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