



GHAPO **REFLECTIVE**

Handbook *for* **Teens**

by
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This book belongs to an achiever named

www.ghapo.org



S.T.E.P
FROM GHAPPO

GHAPPO



Dedication and Acknowledgements

This book is dedicated to my Husband, Children and Mom, without whom I will not be where I am today.

I also, acknowledge my supporting editor, Mrs Alero King and all the students that have shared their thoughts with me.

Thank you

Dr(Mrs) E. Imogu

Teenagers face different challenges as they continue on their journey to adulthood. Achieving a successful adult, career and family life does not happen because it is wished but decisions are changed daily. These decisions may appear minor , irrelevant and could be major or life altering but the reality is, whatever they are, if not thought through could make achieving well rounded success a little bit easier or more difficult.

The time period the present generation of teenagers find themselves in is one that their parents were fortunately spared. The exposure and easy availability of distracting influences, makes it imperative for the teenagers of today to apply themselves more, to enable them focus as they strive to have future successful lives.

To help them achieve this, GHAPo has put together this handbook that contains reflective thoughts previously posted on our Facebook handle, @StepByGhapo. If considered and implemented, they could bring about positive changes in their lives.

The handbook postings have been grouped under Five (5) core areas, though overlapping thoughts may be observed.

The areas include:

- * Challenges (C)
- * Career (CA)
- * Social Interaction (S)
- * Day to Day Living (D)
- * Family (F)

**Your SUCCESS is as much yours as it is your family's who have made sacrifices, supported you to the best of their ability.
Strive for SUCCESS in all areas of your life.**



CHALLENGES (C)

C1 TEENAGE HORMONES

As you hit puberty Gonadotropins are released from the brain. This triggers the pituitary gland to release luteinizing hormone. All these combine in various ways to trigger more sexual awareness. Do not allow your urges to rule you, think before making hasty decisions. This will protect you in the long run. #TeenageHormonesSBG.

C2 HARDSHIP AND PROBLEMS

It is said that hardship makes us strong and problems give birth to wisdom. Strength and wisdom prepares us for success. #Hardship&ProblemsSBG

C3 KNOW WHAT WORKS BEST FOR YOU

Preparing to take important exams can be quite tasking. Sometimes, you could spend much time studying, even lose sleep the night before. Still, when the results come out, you do not believe it reflects your input. This is why you need to know what works best for you, each person is different and you can only determine what works best from past experience.

Some people prefer to read intensely up until a day before, then they go to bed early or just read a relaxing book; others prefer to burn the midnight oil; others have review discussions a day before; others have previously written summaries which they go through the day before; others want to be alone to think through and update what they know. Whatever works for you, find it and go out of your way to make it happen so you get the grades you feel is representative of your hard work. #StudyThatWorksSBG

C4 AVOID BAD GRADES

A student in Senior Secondary School in Nigeria is required to register for Trade as a compulsory subject for WAEC. Options under Trade include: Electrical Installation; Dyeing and Bleaching; Garment making. Due to the imposition of these requirements on schools with little or no support from the powers that be, most schools are struggling with competent teachers in these new fields and inadequate materials. With these in mind, smart students think twice before selecting Electrical installation, though it sounds good it tends to have a high fail rate or poor grade rate, so bad you could say that for every 1 A in Electrical

installation you would have had over 10 A's in the others. As a teen student, choosing subjects and wanting to present a good result to Universities that rarely have Trade as a requirement, be smart check your school outgoing students result, before taking a decision on which Trade subject to choose. #AvoidBadGradesSBG

C5 STRIVE TO IMPROVE

Sometimes, when faced with external exams that allows for retakes without penalty and you feel you can improve your chances and do better or even do extra work to get additional credits, do not doubt yourself, do it. Use all available opportunity to be a better candidate for the school or position you are targeting and increase your chances for scholarship. #StriveToImprove.

C6 FEAR

Fear of failure. Some say fear of failure makes you work extra hard to avoid failure. Though, I understand that some will rather work against failure, living in fear always can be mentally taxing. Another option is to be a realistic optimist by thinking positively while working hard to support your optimism. #FearOfFailureSBG

C7 FORGETFULNESS

Occasionally, you may misplace items and have a hard time trying to find it, even start to get frustrated. DO NOT be quick to blame others. The fall back when you do find it might be too expensive. #ForgetfulSBG #BlameSBG

C8 BRAIN FATIGUE

When studying intensively always remember that the brain needs time to reboot, so it can continue working at optimal capacity. It is not always how much you read but how much you retain. Find what relaxes you positively not always television, this may strain your eyes. #BrainFatigueSBG

C9 SHAPE YOUR FUTURE

Shape your future: Nothing is impossible. Start early, work hard, have goals. You may encounter challenges but nobody ever succeeds by staying down when they experience failure. For example, someone fails Mathematics in GCE, tries it again in WAEC and succeeds. #ShapeYourFutureSBG #KeepTryingSBG

C10 STUDY TO UNDERSTAND

It is possible to sit in front of a book for hours but no information is registering in the brain. This is because you are not really studying but acting a role. You may deceive others watching you but never deceive yourself because you alone will bear the consequences of your ignorance when it matters most. #StudySBG

#DonotdeceiveyourselfSBG

C11 HARDWORK

Hard work benefits: This builds self-esteem, self-worth, confidence and self-respect. When you observe the deserved good fruits of your labour you are more empowered. You will attract friends of similar mindset and future worthy partners who do not resolve issues by their fist but respect you. #HardworkSBG

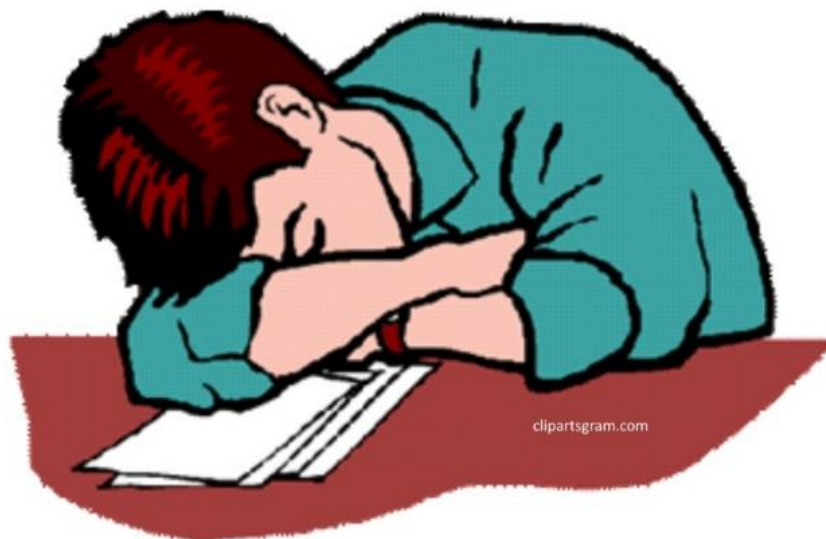
C12 MEMORY RETENTION

It is easier to assume that our memory retention is great, we do not make the effort to practice retention skills with information we need to remember. When you need to recall the information, which could be in a test or exam, your

brain has forgotten and you perform below expectations. The lesson is always, try to be sure of what you know. #MemoryRetentionSBG

C13 PREPARE

Whether you give up a short distance from the shore after surviving a shipwreck or you give up by the wrecked ship or earlier makes no difference to failure. You only get to give yourself the opportunity to achieve success by getting ashore. #EndureSBG



Do not count sleeping hours as study time



*It is not how many books you own but
how much you study*



*When studying ask yourself questions to reaffirm
understanding, use active reading*



Giving up is equivalent to admitting failure and losing the opportunity for any possible success

**WHICH OF THE ABOVE 4 PICTURES WILL
LIKELY RESULT IN THE ONE BELOW?:**



CAREER (CA)

CA1 NOBODY KNOWS TOMORROW

I remember a local dialect Nigerian song that highlights that “nobody knows tomorrow”. A version says the world continues to turn making it impossible to predict, while another version says; it is pregnant with the future which is yet to unfold. Whatever version works for you, the moral lesson of the song is work hard. Put in your best as the upcoming year rolls in and success will likely follow. #NobodyKnowsTomorrowSBG

CA2 TRUST AND VERIFY

If you find yourself in a leadership role and you are in a situation where you need to receive contribution or reports from others to allow you succeed in your responsibility, you need to have trust or believe in your colleagues that they would do a good job BUT always verify what they do. If your name will be on the block for whatever they submit put in the extra effort to ensure your output is representative of the grade you want. #TrustButVerifySBG

CA3 AFTER EXAM WHAT NEXT?

Sometimes, when you have worked hard and the exam is now over. You feel a sense of freedom, you want to just let go, play as much as possible and when you are done find more play and play some more, possibly get into risky things. Please be careful, yes your present exam is over but your path to success is still ongoing, yes, rest and play but get back on the success train. Start getting things together, thinking of how to improve yourself to make the next semester better and easier. Success is an ongoing venture. #AfterExamSBG

CA4 CONFIRM, RECONFIRM AND REMIND

In this environment, experience has shown that miscommunication, misunderstanding, inherent imperfections and personal issues can all present road blocks to agreed expectations taking place. So, in other words if you need to have someone do something that is essential to the success of something you need to have done. It is imperative that you confirm, reconfirm, remind and ensure that all parties are aware, do not assume. If possible have a plan B because the tendency for disappointed is always there, so if you have a lot riding on it do more than the required due diligence. #RemindAndFollowUpSBG

CA5 SUCCESS HAS NO ROOM FOR EXCUSES

Have you noticed that students always have excuses for why they failed or did badly in exams. On the other hand, when they have great grades they willingly talk about it and accept the accolades that come with it which I must say is well deserved and the result of hard work. I remember I met a new graduate once that came out with a 3rd class and was trying to get a job, the plethora of excuses she had were amazing, on the other hand, another graduate had a 2nd class upper, simply provided her C.V and let her results speak for her. ,Unfortunately, most multinational companies use recruitment agencies and have set criteria, so once you do not meet them your excuse are yours and yours alone. It can be said that you did not fully utilize the educational investment made in you. Please note success is not by word of mouth but needs supporting data which includes your results.#SuccessSpeaksForItselfSBG

CA6 NIGERIAN TIME

Nigerian time occurs when people are fashionably late, it is so prevalent that when an event is scheduled for midday and you get there by 1 pm, you are likely to be the only arrived guest, the

celebrant is yet to get ready or sometimes event set up is ongoing. Please teenagers break from this mold, it drags events to end later than expected makes the whole day virtually wasted for any other activity and shows lack of accountability for time which can affect time management and success. #NigerianTimeSBG

CA7 WAKING UP EARLY

It appears so simple, but virtually impossible for teenagers unless someone else is waking them or they have to join the school bus which will not wait, unlike family. When you target to get to school on time you are training yourself to be a good future exemplary worker, it contributes to you being a responsible person. To achieve this you need to be conscious of your activities the previous night and plan to finish your activities early, to enable you get to bed early enough for the needed 8 hours sleep. This will help your mind recharge for assimilation and success. #WakingUpSBG

CA8 GIVE VALUE TO OTHER PEOPLE'S TIME

Having value for people's time is similar to respecting their time. When you do this, you show that you are trained and do not think too much of yourself. You thus show similar respect for others

you wish others to have for you. This will make you respond to requests from peers or parents judiciously and timely. It engenders mutual respect and improves inter-relationship which bodes well for success. #ValueOthersTimeSBG

CA9 PLAN AHEAD

An example is a teenager in Year 11 or SS2 quite aware that due to the restriction in available subjects to do in WAEC, especially since Civic Education, Trade, English and Math are compulsory leaving only about 4 subjects. The student prepares for GCE before WAEC and does other subjects she likes that will improve her skills and make her more versatile like Technical Drawing, French, Music, Literature to mention some. This provides avenue for success. #PlanAheadSBG

CA10 SKIMMING

Skimming through information when it is your first time of reading it, especially if details are important could result in deficient knowledge. For example, a student reading up on the language spoken by people from Holland, finds out it is Dutch but fails a question asking if Netherland can be referred to as Holland. #SkimmingSBG

CA11 DEADLINES

Deadlines, you will encounter this a lot, your ability to respect it and do your best to meet it is a key to success. For teens, it could be exam dates, homework submission, project presentation, even responsibilities your parents have asked of you. I tell teenagers if you have an exam and do not work hard before the exam date so you get good results, please note studying after the exam will not affect that grade if it is poor. Therefore , “make hay while the sun shines”. #DeadlinesSBG

CA12 PERSONAL SKILL DEVELOPMENT

I had a discussion this morning that brought to the fore the importance of having personal skills or being trained in whatever business you want to go into, this way you are not at the mercy of others to keep your customers happy. So, for teenagers intending to pursue skilled or unskilled labour via apprenticeship or otherwise you need to ensure you put in your best, avoid being mediocre, excel and be competitive in the market to retain your customers for your future. #PersonalSkillSBG



Do not allow being polite to endanger your studies



Good grades and measured social life can co-exist



The ability to say no when not comfortable with an action or in doubt is empowerment

SOCIAL INTERACTION (S)

S1 LOOKS VS INTELLIGENCE

It will be great to have both, but as the saying goes "beauty is in the eye of the beholder" which could be said to mean that beauty is subjective. If given too much attention may lead to vanity. Vanity produces happiness that is short term like physical beauty. Intelligence is objective and if harnessed leads to empowerment and likely long term success. #VanitySBG

S2 4 in 1

I learnt something new today at a presentation, and I would like to share it. It was said that teenagers have 4 faces which they could present, these include ; 1st face presented at home; 2nd another face presented at school; 3rd another face presented at parties and finally, the 4th one is observed with their peers It almost appears like they have super powers sustaining these multiple faces, but to teenagers, I will like to ask, is it worth it?#4in1SBG

S3 DOWNTIME

We all deserve a down time after hard work. Choose activities that are fun relaxing and allows you to rejuvenate. Spending time with good friends is all good; however try to find quiet time for yourself. Having alone time for yourself does not mean you are lonely, do not be afraid or embarrassed of being by yourself. Having company can sometimes be overrated, you are forced to talk and you find yourself saying things you might later regret, and unlikely to get the rest your body needs.

#DownTimeSBG

S4 BEING CONCEITED

Possible reasons for a teenager to feel conceited. These may include being pretty or handsome in the looks department or possibly being well to do in the finance or economic department. Surprisingly, those reasons are not due to you but rather to God and your parents. So, when you base your higher than thou attitude, on such things, what happens if they suddenly become unavailable. Puberty brings pimples, age can distort physical looks and recession can bring about economic changes. If you live your life based on looks, your happiness could just be as short. Be wise, develop your brain and skills, understand that tomorrow is unknown and be humble #ConceitSBG

S5 GETTING HIGH

Marijuana, weed, Indian hemp, alcohol, these are vices that teenagers find themselves indulging in sometimes, They feel will make them high and help them forget their problems. Excepting the fact that they all compromise your health, it might be good to realize that after the effect of the high has worn off, your problems still exist. Also, you are worse off because you have worsened your mental and

physical health. Yes, sometimes in school you might study hard and despite your effort fail an exam, we all fall or fail sometime but success is achieved when we get up and try again, remaining down only ensures failure. #GettingHighSBG

S6 RISK BEHAVIOUR VERSUS RISKY BEHAVIOUR

You put yourself at risk when you surround yourself with people of questionable character and you expose yourself to risky behaviour when you participate in antisocial vices. Such attitude affects your path to a successful future.

#RiskBehaviourSBG #RiskyBehaviourSBG

S7 BE VOCAL DEFEND YOURSELF

Sometimes, you may find yourself in a position where you are lumped together with others for punishment with respect to actions you are innocent of, be brave, be vocal, protect your good name and defend yourself respectfully with your facts. You are unlikely to ever look back and regret it. Be able to say NO when needed

#DefendYourselfSBG

S8 FRIENDSHIP

Friendship at what cost? Sometimes, in your bid to be a good friend you may compromise yourself. It is your ability to make good decisions that will enable you determine when best to stop, draw a line and say "no more". It is not being weak or mean; it is being smart for your future. #FriendshipSBG

S9 SOCIAL MEDIA

Does the number of followers you have reflect your true friends? Is it not naivety to think that whatever is posted is a reflection of the truth? Is the time spent on it a representative of the value you place on it? Can you quantify its benefits on your road to success? Just give a thought to your answers and reflect on alternatives. #SocialMediaSBG



Having good attitude and appreciating constructive criticism goes a long way to success

DAY TO DAY LIVING (D)

D1 CLEANLINESS

Cleanliness is next to Godliness, it is also a good character trait that keeps diseases away. Teenagers keep your room or where you sleep clean, maintain a clean environment around you to reduce houseflies, mosquitoes, , cockroaches and rats. These carry Shigella, worms, bacteria, typhoid and so on. #BeCleanSBG

D2 THINGS DO NOT GET DONE BECAUSE YOU WISH IT

If you want things to get done, you actually have to set in motion the process to get it done. This means you either delegate with specific instructions, or you get up and do it yourself to your satisfaction. Take an example of a student back from school, her school shoe is bad, she says 'mom my shoe needs to be fixed, it got cut'. She then goes off to her room with said shoe, or to do other things, yet she expects it to miraculously get fixed. Note, she did not bring the shoe and send it for repair or request for it to be sent, she just mentioned it. The next morning, she is surprised to find out that it has not been fixed. Please teenagers follow your words with action, take responsibility for your inactions were culpable .#SupportActionWithWordsSBG

D3 EARPHONES

There are few things that shouts "I have no interest in whatever you are saying" as having earphones in your ears while you are being spoken to. It presents you in a poor light and makes it harder for people that matter to draw close. Sometimes, perception can be costly.#EarPhonesUseSBG

D4 ACCEPT YOUR PART IN THE PROBLEM

Sometimes, teenagers assume that when they make mistakes everyone should automatically understand and cut them some slack or bail them out since they are still learning. What if you keep making the same mistakes thus refusing to learn, would it not be good training to bear some of the consequences of your actions as a form of learning experience. Experience, has been described as the best teacher, in some cases, because it is hard to forget. A student keeps forgetting to turn in their school homework back to the teacher on time. After repeated warnings, the teacher justifiably refuses to collect the homework and gives the student a fail grade. The student then resorts to asking their parent to call the teacher and talk to them, so they do not get a fail grade. It will be mistaken kindness to support this behavior especially when repetitive, and will unlikely lead to success in the students career.

#MistakenKindnessSBG

D5 IGNORANCE IS NO EXCUSE

Yes, ignorance is no excuse; you need to be proactive in your life as you strive for success. Take two teenagers preparing for an external exam.

The onus is on you to understand all there is to know about the exam, you ask questions, do your research and understand requirements. If you are laid back and depend on only information from your teacher, who is usually swamped you have yourself to blame. An example: 2 teenagers went for an external exam, in class they have relatively close intellect. When the results comes out, student 1 does really well and student 2 does badly, when asked what happened, he said he was not aware that marks will be deducted for wrong answers, so during the exam he guessed the ones he did not know. What is the result of ignorance, failure? Again, Ignorance is no excuse, do your due diligence, at least be responsible for yourself. #IgnoranceIsNoExcuseSBG

D6 SELF MEDICATION

When pharmaceutical drugs are released for use to the public, most times not all possible side-effects are listed by the company. Sometimes, It takes patients using the drugs and experiencing more unknown side-effects, for people to find out it is not as safe as thought. Do not self-medicate, avoid using online information on symptoms, diagnosis and treatment as a basis to self-medicate. Kindly

note, that different diseases can have similar presentation but totally different management. Recently, a teenager had skin rashes which she thought was fungal and commenced both oral and topical antifungal agents. After one month and no improvement, a doctor saw and informed her it was allergy based, and it cleared in days after she stopped all those toxic drugs.

#DoNotSelfMedicateSBG

D7 SAFETY

Being safety conscious is always encouraged at all times. More so, during the holidays when you need to exhibit more than the usual caution. Do not take things for granted or assume others will make your safety their priority. Always be conscious of your environment and try not to keep late hours, avoid getting drunk or being alone in places you are not familiar with, there is safety in numbers. Your family loves you and will want you safe, communicate regularly when out. #SafetySBG

D8 LISTENING VS HEARING

You consciously choose to listen with a goal of understanding and possibly allow the information received to affect your actions and bring about

positive change in attitudes. Hearing is an unconscious action, your mind can be miles away and the person talking could as well be talking to themselves because no knowledge or information is being transferred. Teenagers, try to do more of listening than hearing if you desire success. Hearing alone can be rude and have unpleasant consequences if the speaker expects a response from you and none is forthcoming.

#ListenNotJustHear

D9 PESSIMISM

Being a pessimist can sometimes be a protection, it allows you to have multiple back up plans because you always presume something will likely go wrong. In some cases, a pessimist may be a defeatist, accepting failures as nature's way, in this light it works against success. The moral lesson here is to maintain balance and work to overcome negativity.

#PessimisticSBG

D10 HONESTY & CONSCIENCE

A conscience at peace produces peace of mind which is a bedrock for personal happiness, and allows you to focus and achieve greater heights.

Trying your best daily to be honest gives peace of mind. #HonestySBG #Conscience SBG

D11 PERSONAL EXPECTATION

Personal expectations: Have high expectations for yourself. Do not short change or doubt yourself incessantly. Sometimes, putting limits on your mind can become a roadblock to your success. Accept challenges and strive to overcome them. #PersonalExpectationSBG

D12 PATIENCE

Patience, it is a trait that is sorely lacking in most teenagers though an important one to cultivate on the road to success. It leads to fewer mistakes during decision making, because it allows you to get more information, listen better and consider more options. #PatienceSBG

FAMILY (F)

F1 NEW YEAR

As it beckons remember that harsh or hurtful words are like nails driven into walls, when words are rescinded or the nail removed from the walls, the hole it created is still opened and remains as a scar.

Kindly watch what you say and build good relationships that leaves no scars.
#WatchYourWordsSBG

F2 FAMILY TIME

Teenagers do not feel your parents are not fun; it is the holidays, as much as you spend time with friends, find time for family as well. This is the quality time you spend around family, talk, share thoughts, ideas, objectives and goals. If you have siblings younger or older spend time with them, get along and get to know where their mind is at. This will make your family unit stronger.
#FamilyTimeSBG

F3 HEADACHE

This is what parents get when they keep talking, talking and talking to you, hoping that amidst all their sayings something registers, you listen and act accordingly. It might be nothing to you to stand there, hear them but headache is not good and sometimes if continuous or persist can lead to neurological deficits. Lesson of the day, spare your parents headache and act right. It shall be well with you, your older ones and parents will live longer healthier lives. #HeadacheSBG

F4 GOOD ATTITUDE BEGETS GOOD RESPONSE

Teenagers sometimes complain that parents or older ones prejudge them and do not respond positively to their request or even give them a listening ear. If you want to be treated as responsible young adults you need to display good attitude that engenders respect and belief in you. Parents want to rely on you, give you space but you need to prove that you can be trusted. If you achieve that, they will react to you positively, take time to listen to your ideas and request, which is what you want, will be acknowledged.

#ActRightGetRespectSBG

F5 INSANITY

It has been defined in some cases to be situations where you do the same thing over and over (repeat same attitude) and expect a different result. Sometimes, you need to apply the positive changes you have learnt in your life and you just might get better, different responses. #InsanitySBG

F6 ALLOWANCE

How much is enough? Who decides? What factors can help determine it? Teenagers, you do not need to show off with money, this only attracts the wrong

kind of friends and hangers-on who qualitatively have no valuable positive input in your life but rather are sycophants who prop you up even when you do the wrong things thus affecting your success. Accept whatever your parents provide and be grateful (especially if you are still in a school that provides lunch). #SchoolAllowanceSBG.

F7 TO TEST OR LIVE TOGETHER BEFORE MARRIAGE

I was listening to a discussion about testing before marriage. This is where the lady stays with her intended before marriage; please note this only benefits the guys. As they say, 'why pay for the cow when you can get the milk for free". Teenagers, as you become young adults, be careful not to get involved in common practices that do not benefit you due to peer pressure. Sexually transmitted diseases (STD), Human Immunodeficiency Virus (HIV) and teenage pregnancies are real. #MarriageSBG

F8 LISTEN AND ANALYZE

Teenagers especially fifteen (15) years and over believe they know it all, they have a response to every observation and make it hard to advise them.

There is a saying that “you may acquire a lot of things as you grow but you cannot have more rags than your parents. This translates to parents having more wisdom due to having more life experiences. #ListenSBG #ParentsKnowMoreSBG

F9 DISCIPLINE

Discipline is a sign of love from the person that cares enough about you to want to correct you. If deserved, put pride aside and learn from it. Think about it, isn't it an easier road for them to ignore you and save themselves the stress of talking. #DisciplineSBG

F10 TIMING FOR CHOOSING A PARTNER

Females are more likely to get quality life partners if they plan to settle early. Recently, a man living abroad got introduced to a lady in Lagos, whom he loved her picture on sight. Unfortunately, he called later and said it could not work out because she was thirty-four (34) years to his thirty-five (35) years. Food for Thought. #ChooseLifePartnerSBG #MarriageSBG

F11 ORPHAN DAY

STEP by GHAPPO supported the celebration of Orphans as 2017 roles to an end. See children enjoying and playing by participating in tug of war. Appreciate what you have and support the less privileged, it brings unexpected blessings.



Key:-

GCE - General Certificate Examination

WAEC - West African Examination Council

SS - Senior Secondary

SSS - Senior Secondary School

SBG - Step by Ghapo

*Please dear reader,
this handbook is written from my
desire to positively affect as many
young people as possible and
help them in their road to
having successful lives.*

*In part or whole,
this handbook should not be
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