

PARENTS WITH PREPAREDNESS

Learning How to Own the Room

A Young Woman's Guide to Good Manors and the Power Behind Them

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Learning to
**Own
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*A Young Woman's Guide to Good Manners
and the Power Behind Them*

"You're only as cool as you treat people."

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ABOUT THE AUTHOR



Jewel Williams

Ms. Jewel Williams serves as Board Secretary for PWPORG.ORG, where she supports the organization's mission through leadership, organizational oversight, and strategic guidance. She contributes to educational outreach initiatives and serves as both a contributing author and narrator for the Lucky the Preparedness Dog Activity Book series, helping create engaging and accessible learning experiences for diverse audiences. Guided by a strong commitment to service, she brings compassion, professionalism, and creativity to her work. A devoted mother, grandmother, and philanthropist, she reflects the values of mentorship, community engagement, and positive impact.

She is also active in civic and community leadership, serving as Journalist for the Prince George's County Alumnae Chapter of Delta Sigma Theta Sorority, Inc., where she supports communication efforts related to programs and initiatives. Committed to lifelong learning and professional growth, she continues to expand her expertise through ongoing education and certification programs.

Professionally, Ms. Williams serves as Chief of Accounting at Kiernan Group Holdings, Inc., where she brings decades of experience in financial management, accounting operations, and organizational support. Her background includes experience in both audit and tax environments, as well as extensive work supporting complex business operations and financial systems. She is recognized for her disciplined leadership style, strategic mindset, and ability to support organizational growth in fast-paced environments.

In her current role, she oversees accounting operations, financial reporting processes, and internal financial systems that support planning, budgeting, and organizational decision-making. Her experience provides leadership teams with financial clarity and operational support needed for long-term planning and performance evaluation.

Throughout her career, Ms. Williams has supported a variety of organizations in financial leadership roles and has been recognized for her professionalism, service, and dedication to organizational success. Beyond her professional work, she remains deeply committed to volunteerism, mentorship, and youth development, continuing a lifelong dedication to strengthening communities through service, education, and opportunity.

A Note for Parents and Caregivers

This eBook is written directly to young women ages 13–17. It is designed to be readable by a teenager and shareable by you as a conversation starter, a gift, or something to read together.

The best conversations will happen after she reads it. Ask her which section surprised her, which example she recognized from her own life, and pay special attention to the digital manners chapter that one tends to generate the most honest answers.

Thank you for putting this in her hands. — The PWP Team

CHAPTER 1 — The Principles: Why Any of This Matters

Good manners are not about being polished or proper. They are not rules someone made up a hundred years ago. They are about one thing: how you see other people. Do you see them? Do your actions communicate that or just the opposite?

Every principle below flows from that single idea. Once you understand the why, the what takes care of itself.

You're Only as Cool as You Treat People

Not how you look. Not how many followers you have. Not who you sit with at lunch. The only real measure of a person is how they treat others — especially when nobody impressive is watching.

Any other measurement is, in the end, a meaningless one.



"You're only as cool as you treat people."

There Are No Unimportant People

The girl who just transferred in. The kid who eats alone. The woman ringing up your groceries. The teacher who seems boring. The younger sibling who idolizes you whether you notice or not.

Every single one of them matters — not because of what they can do for you, but because they are a person, full stop.



In practice: Introduce yourself to the person who looks like they don't know anyone. That takes fifteen seconds and can change someone's day.

Respect for Others Starts With Respect for Yourself

Good manners are not about shrinking yourself or being endlessly agreeable. They come from confidence — the confidence that you have enough to give, that you do not need to tear anyone down to feel good about yourself.

| *"No one can make you feel inferior without your consent. — Eleanor Roosevelt"*

Real Queens Fix Each Other's Crowns

One of the most powerful things a young woman can do is genuinely support another young woman. Celebrate her win. Defend her when she is not in the room. Introduce her to the person she should meet. Speak up when she gets interrupted or talked over.



Real queens fix each other's crowns. Lifting someone else up does not make you smaller. It makes you both taller.

A Person Is Never Stronger Than When They Help Someone Weaker

The strongest people, the ones everyone actually respects are not the ones who make others feel small. They use their strength to make room for everyone else.

When you step up for someone who is struggling, others see it. They repeat it. That is the upward spiral one act of genuine kindness starts it.

Never Mistake Kindness for Weakness

There will always be people who read kindness as weakness. They are wrong. Kindness requires courage and enough confidence in yourself to not need to put anyone else down.

| *"When they go low, we go high. — Michelle Obama"*

Good Manners Are Usually Free

A smile. Eye contact. Saying thank you and meaning it. Putting your phone down. Holding the door. Arriving on time. None of these cost anything. They cost only attention and the decision to give it.

CHAPTER 2 — Putting It Into Practice

Good manners show up in specific moments not grand gestures, ordinary ones. Here is what they look like in the situations you actually navigate every day.

At School

Thank a teacher after class not for a grade, just because they did something useful. It takes ten seconds and most teachers will remember it for years.

When someone in class gives a wrong answer and the room gets awkward, do not pile on. Move on.

If someone gets interrupted in a discussion, you can say: "Actually, I'd love to hear what she was saying." Four words. It matters more than you think.



Introduce yourself to the new person. You were new once. Remember how that felt.

With Friends

Be on time. When you make a friend wait every single time, without apology, you communicate that your time matters and theirs does not.

Be genuinely happy when a friend wins something. A friend who celebrates with you is rare. Be that person.

Do not gossip about someone who is not in the room. If you would not say it directly to her, do not say it. The standard is not whether she will find out, it is whether it is right.

"People will forget what you said, people will forget what you did, but people will never forget how you made them feel. — Maya Angelou"

Digital Life — This One Is Important

How you treat people online is who you are. The screen does not change that. Your character follows you everywhere including into your phone.

- Put your phone down when you are with someone. Fully down. They came to be with you, not to watch you scroll.
- Ask before you post a photo of someone else. Always.
- Screenshots of private conversations are a betrayal of trust — full stop.
- Deliberately leaving someone on read to make them anxious is unkind. Silence as a weapon is not okay.

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- Before you comment something online consider if you would say this to her face? If not, do not type it.



Your digital footprint is your reputation. What you post, what you comment, what you share — it follows you. Make it something you can stand behind.

When You Are a Guest

Whether it is a friend's house, a family dinner, or a formal event, greet the adults, offer to help, eat without complaint, and say a genuine thank you before you leave.

If someone else is paying for your meal, do not order the most expensive item. Do not order the cheapest one just to look polite. Order something you would enjoy. That is the respectful thing.

First Jobs and New Opportunities

Whether it is babysitting, retail, a volunteer position, or your first internship — arrive on time, every time. Show up as if it matters, because it does.

When someone trains you, mentors you, or opens a door for you write a real thank you note. Not an emoji. A message that says specifically what they did and what it meant. That habit will open more doors than any résumé skill.

How You Treat People Who Are Serving You



"It costs nothing to be kind. — Dolly Parton"

The cashier. The server. The person cleaning the building. Be patient. Be kind. Make eye contact. Say thank you.

Many of you have worked or will work in these exact jobs. You already know how it feels when someone treats you like you are invisible. Do not be that person to someone else.

CHAPTER 3 — The Four Tests

In the moment, especially when you are tired, frustrated, or feeling pressure to go along with something — it is not always easy to know the right thing. These four questions take about ten seconds. Use them.

Test 1: What If Everyone Did This?

If everyone in this situation acted the way I am about to act, would the world be a better place?

If everyone posted that comment, sent that screenshot, left that person out, would that make things better or worse? The answer usually comes fast.

Test 2: Would the People Who Love Me Be Proud?

"Real integrity is doing the right thing, knowing that nobody's going to know whether you did it or not. — Oprah Winfrey"

Imagine the person who believes in you the most could see exactly what you are about to do. Would you be proud of what they see?

Test 3: Will I Be Glad I Did This?

Not in five minutes, more like five years from now. Most people remember the times they were unkind far longer and more painfully than any time they were too generous. You will rarely regret the kind choice.

Test 4: Could This Hurt the Other Person?

Take a moment to think about how this lands for her. Not just what you intend, what she might feel. That small act of perspective is the foundation of everything in this guide.

 **Four tests. Ten seconds. A clearer head.** You already know the right thing most of the time. This just helps you trust that.

CHAPTER 4 — The Courage to Be Kind

Here is something nobody tells you: being consistently kind genuinely, without performing it for an audience takes lots of courage. Especially at 13, 14, 15.

It is easier to go along. Easier to stay quiet when someone is being excluded. Easier to pile on because everyone else is. Easier to look away.

Choosing not to is the harder thing. And it is exactly the right thing.

You Will Not Always Get Credit

Sometimes you will hold out your hand, and nobody will take it. Sometimes you will defend someone else, and she will not even know you did. Sometimes you will choose not to share something unkind, and the group chat will move on without noticing.

That does not mean it did not matter. It means the point was never the credit.

Social Pressure Is Real — And So Is Your Choice

There will be moments when the kind choice is the unpopular one. In those moments, run the four tests. Ask yourself who you want to be, not just right now, but in the person you are becoming.

The world has enough people who chose fitting in. It needs more people who chose right.

Do the Right Thing Because It Is the Right Thing

Not because it will be noticed. Not because you will be rewarded. Because it is right. Because other people matter. Because you decided somewhere in a quiet moment that you were going to be someone you could be proud of.

"How wonderful it is that nobody need wait a single moment before starting to improve the world. — Anne Frank"

Learning to Own the Room

You do not need to be the most popular person in the room to change it. You need a door to hold. A name to use. A compliment you actually mean. A friend to defend when she is not there to defend herself.

Start there. The spiral takes care of the rest.

And to every parent or caregiver reading this alongside her: thank you for the conversation you are about to have. That is the most powerful thing of all.

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Raising kids who know what to do.

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