SKILLS INVENTORY worksheet

Process: Review the list of skills and check or highlight the skills you possess. Please use the retrospective diary to gather this information on your skills. If you like, ask a close friend or partner for his or her input as well. Once you have identified the skills, review that list and note any clusters of skills. For each skill, be sure you have a real example of how you used it successfully. (This keeps us honest about our real skills.)

Finally, review the list of skills and identify those you *like to use*. These skills are considered your strengths, and they are important to use in defining who you are and what makes you special.

Physical Skills
- ❏ Coordination
- ❏ Outdoor skills
- ❏ Athleticism
- ❏ Strength
- ❏ Stamina/endurance
- ❏ Agility/quickness

Verbal/Written Skills
- ❏ Clear communicator/spoken
- ❏ Clear communicator/business written
- ❏ Clear communicator/creative written
- ❏ Persuading
- ❏ Defining
- ❏ Editing/restatement
- ❏ Interviewing
- ❏ Summarizing

Influencing/ Motivational Skills
- ❏ Relates well to others
- ❏ Builds teams and alliances
- ❏ Negotiates agreements
- ❏ Settles disagreements
- ❏ Persuades and guides
- ❏ Sells ideas/promotes

Learning
- ❏ Observation
- ❏ Identifying trends
- ❏ Synthesizing
- ❏ Analyzing/assessing
- ❏ Summarizing
- ❏ Retains facts and details
- ❏ Learns by doing
- ❏ Learns by reading
- ❏ Learns by listening
- ❏ Learns by process in the moment
- ❏ Extrapolates to other situations

Leadership
- ❏ Manages self
- ❏ Sets priorities
- ❏ Identifies direction
- ❏ Works without supervision
- ❏ Accepts responsibility
- ❏ Delegates

- ❏ Monitors progress
- ❏ Manages meetings/conferences
- ❏ Identifies problems and solutions
- ❏ Manages up and down the organization
- ❏ Adapts to new situations
- ❏ Builds teams
- ❏ Works well independently
- ❏ Motivates
- ❏ Guides and coaches
- ❏ Demonstrates integrity and values

Teaching/Coaching
- ❏ Listening
- ❏ Identifying learning areas
- ❏ Provide instruction/input
- ❏ Create learning opportunities
- ❏ Facilitate group process
- ❏ Encourage/guide
- ❏ Design learning modules
- ❏ Summarize/provide overview
- ❏ Instruct/provide detail
- ❏ Advise/coach one on one

Doing/Hands-On
- ❏ Constructing
- ❏ Handling
- ❏ Cooking
- ❏ Installing
- ❏ Operating tools/machines
- ❏ Producing
- ❏ Repairing/restoring
- ❏ Gardening
- ❏ Designing

Administrative Skills
- ❏ Setting goals/priorities
- ❏ Execution of projects
- ❏ Delegate
- ❏ Planning
- ❏ Follow-through
- ❏ Build alliances/teams
- ❏ Anticipate problems
- ❏ Manage up and down the organization
- ❏ Scheduling
- ❏ Responding
- ❏ Evaluating

- ❏ Operates under stress
- ❏ Assuring quality
- ❏ Recommending
- ❏ Forecasting
- ❏ Computer literate

Artistic Skills
- ❏ Noticing beauty/aesthetics
- ❏ Designing visually
- ❏ Designing materials
- ❏ Symbolic thinking
- ❏ Creating/shaping things
- ❏ Imagining
- ❏ Performing
- ❏ Interrelating materials/themes
- ❏ Improvising

Interpersonal Skills
- ❏ Listening
- ❏ Problem solving
- ❏ Sympathetic
- ❏ Helping
- ❏ Accepting
- ❏ Forms good rapport
- ❏ Mediating
- ❏ Handles problems/complaints
- ❏ Providing service

Innovative Skills
- ❏ Noticing trends
- ❏ Developing new approaches
- ❏ Demonstrating foresight
- ❏ Experimenting
- ❏ Adapting ideas
- ❏ Tolerating lack of structure
- ❏ Creating
- ❏ Imagining

Math/Financial Skills
- ❏ Math computation
- ❏ Using statistics
- ❏ Identifying trends
- ❏ Problem solving
- ❏ Accounting
- ❏ Forecasting
- ❏ Estimating
- ❏ Financial planning
- ❏ Budgeting