

SKILLS INVENTORY WORKSHEET

Reflect on your activities and accomplishments to help identify your skills; check which skills you possess, then highlight the ones you most enjoy. Consider asking someone who knows you well for input. Once you have identified skills, review for themes or clusters. For each skill, write a specific example of how you used it successfully. (This list is by no means comprehensive, so also consider writing in additional/more specific skills.)

Reflect on skills you possess *and* enjoy; these are typically your strengths and are tied to what will keep you most engaged in your work. Identify the skills you possess but would prefer not to have to use regularly.

Administrative

- Set goals/priorities
- Execution of projects
- Delegate
- Plan
- Follow-through
- Build alliances/teams
- Anticipate problems
- Managing up and down
- Schedule
- Respond
- Evaluate
- Operate under stress
- Assure quality
- Recommend
- Organize

Artistic/Creative

- Notice beauty/aesthetics
- Visual design
- Graphic design
- Material design
- Symbolic thinking
- Create/shape things
- Imagine
- Perform
- Interrelating materials/themes
- Improvise

Computer/Technology

- Specialized software applications
- Computer programming
- Computer hardware

- Microsoft Office
- Adobe suite
- Social Media
- Online meetings and training
- Troubleshooting technical issues
- Web design
- UI/UX

Doing/Hands-On

- Construct
- Handle
- Cook
- Install
- Operate tools/machines
- Produce
- Repair/restore
- Gardening
- Design

Influencing

- Relate well to others
- Build teams and alliances
- Negotiate agreements
- Settle disagreements
- Persuade and guide
- Sell ideas/promote
- Motivate/inspire others

Innovation

- Notice trends
- Develop new approaches
- Demonstrate foresight
- Experiment

- Adapt ideas
- Tolerate lack of structure
- Create
- Imagine

Interpersonal

- Listen
- Problem solve
- Empathetic
- Help
- Accept
- Establish rapport
- Mediate
- Resolve problems/complaints
- Provide service

Leadership

- Manage self
- Set priorities
- Identify direction
- Work without supervision
- Accept responsibility
- Delegate
- Monitor progress
- Manage meetings/conferences
- Identify problems and solutions
- Adapt to new situations
- Build teams
- Motivate
- Guide and teach
- Demonstrate integrity and values

Learning

- Observation
- Identify trends
- Synthesize
- Analyze/assess
- Summarize
- Retain facts and details
- Learn by doing
- Learn by reading
- Learn by listening
- Learn by process in the moment
- Extrapolate to other situations

Math/Financial

- Math computation
- Using statistics
- Identify trends
- Problem solve
- Accounting
- Forecasting
- Estimating
- Financial planning
- Budgeting

Physical

- Coordination
- Outdoor skills
- Athleticism
- Strength
- Stamina/endurance
- Agility/quickness

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

Verbal/Written

- Communication/spoken
- Communication/business written
- Communication/creative written
- Persuading
- Defining
- Editing/restatement
- Interview
- Summarize