SKILLS INVENTORY WORKSHEET

Process: Review the list of skills and check or highlight the skills you possess. Refer to your accomplishments 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.

Verbal/Written Skills
- ☐ Communication/spoken
- ☐ Communication/business written
- ☐ Communication/creative written
- ☐ Persuading
- ☐ Defining
- ☐ Editing/restatement
- ☐ Interviewing
- ☐ Summarizing

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

Administrative Skills
- ☐ Setting goals/priorities
- ☐ Execution of projects
- ☐ Delegate
- ☐ Planning
- ☐ Follow-through
- ☐ Build alliances/teams
- ☐ Anticipate problems
- ☐ Managing up and down
- ☐ Scheduling
- ☐ Responding
- ☐ Evaluating
- ☐ Operates under stress
- ☐ Assuring quality
- ☐ Recommending
- ☐ Forecasting

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
- ☐ Adapts to new situations
- ☐ Builds teams
- ☐ Works well independently
- ☐ Motivates
- ☐ Guides and teaches
- ☐ Demonstrates integrity and values

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

Computer and Web Skills
- ☐ Specialized software applications
- ☐ Computer programming
- ☐ Computer hardware
- ☐ Microsoft Office
- ☐ Adobe suite
- ☐ Social Media
- ☐ Online meetings and training
- ☐ Troubleshooting technical issues
- ☐ Web design

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

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

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

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

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