

Taking Stock of Your Skills

Instructions:

1. From the list on the following page, circle the top 5-10 skills which describe you the best. Go with your first instinct. (Note: You may select skills which come naturally to you, as well as those you have developed or acquired. You may also add other skills not shown.)
2. Now place a special mark next to those skills you most enjoy using.
3. Give the full (unedited) list of skills to 3-5 people you know through various circumstances. For example, choose one or two people whom you are close to personally, and a few people with whom you have worked (including a senior manager or boss, as well as a colleague or peer). You may also want to include someone you know through a volunteer or network organization. Ask them to circle what they view as your top five skills.
4. Review all of the above and determine your Top 5 Skills.

Skills and Abilities

Writing
Talking
Public speaking
Persuading
Selling
Negotiating
Working on a team
Working with others
Supervising others
Teaching
Coaching
Counseling
Coordinating projects/tasks
Managing
Meeting people easily
Working with numbers
Collecting information
Interpreting data
Solving quantitative problems
Facility with computers
Concentration/focus
Research
Attention to detail
Manual dexterity
Understanding how tools/machinery work
Physical stamina
Meeting deadlines
Precision
Aesthetic sensitivity
Imagination with things
Imagination with ideas
Disciplining others
Making decisions
Seeing possibilities
Mentoring
Facilitating
Resolving conflicts
Developing prototypes
Observing accurately
Having fun
Establishing procedures/rules
Managing crises
Synthesizing information
Analyzing problems
Strategizing
Maintaining systems
Critiquing
Assessing priorities
Learning new skills
Understanding complicated ideas
Working with theories
Adapting to changing situations
Flexibility