Skills Worksheet

Instructions: Circle the numbers of the skills you have used before, whether in a work situation, volunteer experience, class or club; or a skill you think you would like to use in a WORK situation though you may not have used it before.

SELF MANAGEMENT

1. Efficiency – arranging your activities to save time and energy.
2. Dependability – consistently performing the required tasks at the same level of quality.
3. Flexibility – using a variety of skills and being prepared to change tasks frequently.
4. Tenacity – persistently working toward a goal in spite of distraction or interruption.
5. Drive – Pushing yourself to do the best you can or to be better than anyone else.
6. Conformity – dressing and behaving according to the rules or customs of your job.
7. Integrity – basing your decisions on a code or ethics rather than on profitability or popular opinion.

SITUATIONAL

8. Tolerating Discomfort – working in physically uncomfortable surroundings or in awkward positions.
9. Tolerating Repetition – performing the same operation over and over.
10. Responding to Pressure – reacting to urgent situations by speeding up and working more quickly.
11. Responding to Feedback – changing your behavior based on advice or requests from supervisors or others whom you respect.
12. Emotional Control – remaining calm when others are angry with you or when you feel frustrated.
13. Responding to Emergencies – calmly and sensibly dealing with dangerous or threatening situations.
14. Risk Taking – participating in activities, which could lead to injury or financial loss.

DETAIL

15. Caution – examining activities carefully before becoming involved to avoid injury or loss.
16. Precision – working very carefully, being exact and accurate in completing each task.
17. Alertness – recognizing the importance of events, whether expected or unexpected, and responding appropriately.
18. Attending to Details – remembering to complete many different tasks.
19. Following Procedures – performing tasks exactly as others have decided they should be done.
20. Verifying – checking numbers or written material for accuracy.
21. Record Keeping – keeping track of money, objects, or facts on written records.
22. Sorting – placing items in the correct place or category.

MOVEMENT

25. Motor Coordination – moving several parts of your body together accurately and smoothly.
27. Stamina – continually doing physically tiring work without becoming exhausted.
28. Strength – lifting heavy objects.

OPERATIONAL

29. Operating – controlling or guiding the functioning of a machine or other such type equipment.
30. Assembling – taking apart or putting together mechanical devices, puzzles, buildings, etc.
31. Adjusting – improving the performance of a machine, electronic device, musical instrument, etc. by systemically changing the settings.

NUMERICAL

32. Counting – finding out how many items there are in one category.
33. Calculating – using basic arithmetic.
34. Measuring – accurately using an appropriate tool to determine the length, angle, volume, or weight.
35. Estimating – predicting the value, size, or cost of something, or the outcome of numerical operations.
37. Numerical Reasoning – using mathematical or statistical procedure to analyze data or solve problems.

COMMUNICATION

38. Reading – obtaining information from written material.
39. Writing – producing meaningful and grammatical sentences, etc.
40. **Editing** – correcting written material for grammar, content, etc.
41. **Questioning** – formulating questions, which cause others to provide useful information or reach new insights.
42. **Explaining** – communicating information clearly and accurately.
43. **Conveying Emotions** – describing emotions or causing others to feel them.

**CONCEPTUAL**
44. **Visualizing** – creating a mental image of objects from an idea, drawing, or verbal description.
45. **Drawing** – creating pictures of objects or mental images.
46. **Designing** – creating plans for a new project, structure, or product.

**JUDGEMENT**
47. **Sound Discrimination** – hearing slight differences in sounds.
48. **Color Discrimination** – seeing slight differences in colors.
49. **Shape Discrimination** – seeing slight differences in shapes, widths, and lengths.
50. **Depth Perception** – accurately judging the distance of objects from you.
51. **Using Facts** – using knowledge or measurements to judge or evaluate people, things, or ideas.
52. **Using Experience** – using past experience, training or opinions to judge or evaluate people, things, or ideas.
53. **Aesthetic Judgment** – using your sense of beauty to judge or evaluate people, things, or ideas.

**REASONING**
54. **Investigating** – systematically searching out and gathering information.
55. **Structuring** – defining a system for organizing people, things, or ideas.
56. **Planning** – deciding in which order or at what time events will occur.
57. **Analyzing** – breaking a problem into its parts, so that each part can be dealt with separately.
58. **Synthesizing** – putting facts and ideas together in new and creative ways.

**INTERPERSONAL**
59. **Serving** – responding to the requests or immediate needs of others.
60. **Treating** – performing a treatment to relieve physical or emotional problems.
61. **Tact** – skillfully dealing with difficult social situations without offending or embarrassing others.
62. **Cooperating** – coordinating your efforts with others to reach a common goal.
63. **Understanding** – recognizing and acknowledging the feelings of others.
64. **Advising** – providing information or recommending solutions to others’ problems.

**LEADERSHIP**
65. **Decision Making** – selecting an action and accepting responsibility for its consequences.
66. **Directing Others** – telling others what to do and accepting responsibility for their performance.
67. **Initiating** – getting new tasks, ideas, projects, or acquaintances started.
68. **Persuading** – influencing the behavior or opinions of others.
69. **Confronting** – telling others something they do not want to hear.
70. **Negotiating** – seeking a mutually beneficial solution to a problem through a process of give and take.
71. **Training** – causing people or animals to learn new behaviors.
72. **Performing** – getting up before a group to entertain or instruct them.

Of all the skills you circled, which 10 would you like to use on a regular/daily basis in the workplace?

Of the 10 skills you would enjoy using on a regular basis, rank your top 5 choices.

Use the above information as you research occupations to insure that the skills, which are most important to you, are in the occupation(s) you select. **Remember**, very seldom do we get everything we want, so you may have to do some negotiating.