

Figuring out your skills

The following is a short list of transferable skills. Review the list, and beside the transferable skills that you figure you can do well, put an (X).

	communicating		troubleshooting		testing
	designing		researching		writing
	planning		analyzing		self-understanding
	speaking		persuading		understanding
	innovating		organizing		motivating
	selling		prioritizing		thinking logically
	problem-solving		encouraging		teaching
	learning		developing		improving
	updating		synthesizing		creating
	imagining		visualizing		talking
	leading		supervising		estimating
	achieving		reporting		negotiating
	interpreting		searching		team-building
	reasoning		debating		decision-making
	advising		influencing		performing
	proofreading		filing		comparing
	sharing		examining		reading

In order of importance, what would you say is your top ten (10) transferable skills. Beside each of the transferable skills identify whether this skill is with:

- things (T)
- information or data (I)
- people (P)
- what were some of the activities/tasks you did to get this skill?

Rank	Skill	With	Activities/tasks I did to get this skill.
1.	<i>Teaching</i>	<i>P</i>	<i>Provided tutoring to junior students.</i>
1.			
2.			

3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

What are the (5) subject areas that you absolutely love to use?

1.	
2.	
3.	
4.	
5.	

Complete the sentence, I am.. with only one word. For example, I am motivated. I am persistent.

I am		I am		I am	
I am		I am		I am	
I am		I am		I am	
I am		I am		I am	
I am		I am		I am	
I am		I am		I am	
I am		I am		I am	
I am		I am		I am	
I am		I am		I am	
I am		I am		I am	

What words would your friends use to describe your skills?

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What words would your family use to describe your skills?

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What are your top ten (10) skills?

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	