

CAREER AND LIFE SKILLS INVENTORY

Directions: For each skill area, determine if you want to use the skill, have the skill, and/or want to learn the skill. There may be some skill areas for which you checkmark none of these categories and others you may check all three.

When evaluating each of these skills think about...

- times you may have used the skill at work, school, home, recreation, etc.
- how easy or difficult that skill area is for you and if you seem to do better in that area than your peers
- why you believe you have that skill. Did you receive praise or recognized for an accomplishment?

Interpersonal Skills			
	I want to use	I have	I want to learn
Advising, protecting, providing physical care			
Assisting, protecting, providing physical care			
Coordinating work w/ others			
Supervising, directing, assessing			
Demonstrating empathy, sensitivity, patience			
Training, instructing, coaching			
Caring for and serving people; rehabilitate, heal			
Encouraging, empowering or advocating for people			
Talking to others to convey information effectively			
Speaking in small groups			
Handling complaints in person or over the phone			
Communicating with diverse groups			
Communicating with metaphors			
Broadcasting, entertaining, presenting			
Listening carefully and attentively			
Technical Hands On			
	I want to use	I have	I want to learn
Designing equipment, developing systems			
Doing precision work			
Assembling, installing equipment to meet specifications			
Using tools, measuring			
Maintaining, inspecting, repairing			
Operating machines or equipment			
Using scientific or medical equipment			
Repairing cars, bikes, or machines			
Following written and oral instructions			
Writing and communicating effectively			
Writing, preparing logically written reports or proposals			
Demonstrating expertise in grammar and style			
Editing and proofreading written material			
Writing poetry, fiction, plays			
Organizing Researching			
	I want to use	I have	I want to learn
Developing ideas, plans or setting objectives			
Gathering information, conducting research			
Keeping records, cataloging			
Classifying people or objects into categories			
Making diagrams			

Planning, making decisions			
Setting up and keeping time schedules			
Coordinating people, activities and details			
Identifying and organizing tasks or information			
Creating efficient systems			
Comparing and evaluating information			
Gathering difficult-to-find information			
Analyzing Investigating			
	I want to use	I have	I want to learn
Analyzing numerical data precisely			
Calculating, computing, applying formulas			
Developing budgets			
Reasoning mathematical concepts			
Using scientific rules and methods to solve problems			
Analyzing, interpreting, evaluating statistical data			
Investigating clues			
Using logic and reasoning to identify solutions			
Management Leadership			
	I want to use	I have	I want to learn
Envisioning the future and leading change			
Managing personnel, training, projects and time			
Delegating responsibility			
Increasing productivity and efficiency on budget and time			
Demonstrating flexibility during crisis			
Persuading, negotiating, selling			
Mediating peace between conflicting parties			
Influencing others to change their minds or behavior			
Motivating, developing, directing people as they work			
Create Innovate			
	I want to use	I have	I want to learn
Drafting, drawing, painting, sculpting			
Performing and creating art			
Expressing ideas or creating images through art form			
Creating innovative solutions to complex problems			
Mastering spatial visualization of concepts and results			

List any additional skills:
