

EXAMINING YOUR SKILLS - WORKSHEET

To help you focus on your skills, interests and values, use the following actions:

ACTION - Examine your skills.

SKILL - a specific and developed ability or behavior used to produce some clear result.

Everyone possesses a variety of skills and uses many of them everyday in both professional and personal endeavors. Recognizing and using your best and most fulfilling skills allow you to expand your career choices as well as to enhance your current position. Identifying these specific skills can help you link your career plans and activities to new skills you wish to gain or to weaker ones you wish to strengthen.

WHAT ARE YOUR SKILLS? Think about your proudest accomplishments. Write them out as a verb and a noun: “prepared a briefing” or “wrote the final report.” Under each accomplishment, list the specific skills you used. Your list will probably consist of those things you enjoyed doing and did well.

1. Accomplishment (noun/verb): _____
Skills:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

2. Accomplishment (noun/verb): _____
Skills:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

3. Accomplishment (noun/verb): _____
Skills:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

4. Accomplishment (noun/verb): _____

Skills:

a. _____

b. _____

c. _____

d. _____

e. _____

5. Accomplishment (noun/verb): _____

Skills:

a. _____

b. _____

c. _____

d. _____

e. _____