

My personal inventory

(from Finding Out: How to get the information you need to make the choices you want)

Taking stock of your values, interests and skills is an important step in gathering information about yourself. Even if you think you know what you have, it helps to review your personal inventory from time to time. You can add new skills and experiences to your list as you gain them and review any changes in your values or interests that may affect your career.

A personal inventory is a useful way to keep track of the information you'll need to fill out job applications or write résumés. It will also come in handy when it's time to evaluate career choices and other options.

Use this work page as a guide to create your personal inventory. Add extra pages if you need to.

I value:

Why do you like what you like? Or believe what you believe? e.g. friendship, nature, independence, co-operation

I am:

How would you describe yourself? e.g. helpful, strong, dependable

I like:

What do you enjoy? e.g. being with people, being indoors, sewing, fixing things

Skills I use:

Review the things you do well. What skills do you use? e.g. creativity, communication, physical, problem-solving, mechanical, interpersonal, organizational

Things I do well:

Review your experiences. What activities did you do well? e.g. work well on a team, serve customers courteously

My experience: Education and Training

List each program or course you've completed, including where and when. What did you learn?

My experience: Volunteering

List each experience. What did you do? Who did you meet? What did you learn?

My experience: Work

Make a separate section for each paying position. What did you like about each job?
What did you learn? Who did you meet?

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(Adapted from ENGAGE at Work: DayMaker by B.Day, D.Redekopp & B.Ross. Edmonton: LifeRole Development Group, 1995.)