

Skills Tracker

INSTRUCTIONS TO SAVE YOUR OWN COPY:

Follow the directions below to save a personal copy if you are not automatically prompted to do so:

To save to your Google Drive, select File > Make a Copy > rename the document and save.

To save as an Excel sheet, select File > Download > and save on your computer or in whichever file you choose to save it in.

INSTRUCTIONS TO COMPLETE - AND UPDATE - THE SKILLS MAP:

Enter **5** if you are already exceptional in the area.

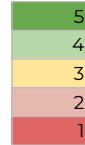
Enter **4** if you possess good/solid skills.

Enter **3** if you know some stuff, but not everything and just do okay.

Enter **2** if have little experience and know there is still room for substantial growth.

Enter **1** if you have minimal or no skills in the area.

See the examples in row 14. Leave skills you are not interested in as blank.



Note on Tech Tools: We have grouped similar tools and apps for your convenience. If you are proficient with a tool that is not listed but serves the exact function as one that is listed, please rate your skills next to the listed tool.
Example: If you use an app similar to Doodle for scheduling group meetings, rate your skills using Doodle.

Soft Skills	Rating	Basic Technical Skills	Rating	Tech Tools	Rating
Growth mindset	3	Managing a client's inbox	5	Gmail	2
Communication		Managing a client's calendar		MS Outlook (email)	
Organization		Scheduling		Google Calendar	
Confidentiality and discretion		Internet research		MS Outlook (calendar)	
Attention to detail / accuracy		Creating slides / presentations		Google Meet / Zoom/ Teams/ ...	
Time management		Project management		Google Docs /MS Word/ ...	
Anticipating client needs		Travel research and booking		Google Sheets/ MS Excel/ ...	
Adaptability		Creating travel Itineraries		Google Slides/ MS PowerPoint/ ...	
Maintaining calm under pressure		Data entry		Google Drive/ Box/ ...	
Proactiveness		Expense tracking		Google / MS Forms/ ...	
Prioritization		Authoring effective surveys		Trello/ Asana/ Monday/ ...	
Resourcefulness		Creating meeting agendas		Grammarly / CopyAI/ ...	
Problem-solving		Taking meeting minutes / notes		ChatGPT/ Gemini/ ...	
Critical Thinking		Transcribing		Calendly	
Emotional intelligence		Writing Correspondence		Motion	
People Skills & Collaboration		Electron Record Management (version)		Savvytime/ Time and Date/ ...	
Managing up		Customer Service		Doodle	
Self-awareness		Stakeholder management		Fireflies	
Self-management				Canva	
Self-confidence				Triplt	
Grit & Resilience				Expensify	
Professional Etiquette				Slack/ Teams/ ...	

LIST THE SKILLS YOU WANT TO GROW/ DEVELOP

There are no limits. You can add any number of skills you want to grow in.

	Skill	Growth plan
Skill 1	Prioritization	I will keep practising how to use the prioritization matrix daily.
Skill 2		
Skill 3		
Skill 4		
Skill 5		
Skill 6		
Skill 7		
Skill 8		
Skill 9		
Skill 10		

	Winning with Self in the Workspace		
<input type="checkbox"/>	Defining Your Role. Which Part Is Yours, Which Part Is Your Manager's		
<input type="checkbox"/>	Hacks To Getting and Staying On Top		
<input type="checkbox"/>	Mental Order And Prioritisation		
<input type="checkbox"/>	Mastering The Organisation's Way		
<input type="checkbox"/>	Principles of Leading From Behind. #Snipping 101		
<input type="checkbox"/>	Tailored Communication		
<input type="checkbox"/>	Refining Writing Styles		
<input type="checkbox"/>	Personality Type vs Leadership Style		
<input type="checkbox"/>	Mind Reading - Yes, Be Psychic		
<input type="checkbox"/>	Managing Up And Across		
<input type="checkbox"/>	Managing Non-Manager Colleagues		
<input type="checkbox"/>	Managing The Lazy Boss		
<input type="checkbox"/>	Reducing Cognitive Load		
<input type="checkbox"/>	Pushing Back And Conflict		
<input type="checkbox"/>	Saying No		
<input type="checkbox"/>	Approach to Mistakes, Errors, Missed Deadlines and Dropped Balls.		
<input type="checkbox"/>	Effective Delivery (of Work You Don't Agree With)		
<input type="checkbox"/>	Enforcing Boundaries		
<input type="checkbox"/>	Confidentiality - Personally Dealing With What You Know		
<input type="checkbox"/>	Confidentiality - When Colleagues Know You Know		
<input type="checkbox"/>	Voicing Opions. Establishing When Your Input Is/ Is Not Required.		
<input type="checkbox"/>	Going The Extra Mile - When And When Not To		
<input type="checkbox"/>	Deservability And Establishing Your Place		
<input type="checkbox"/>	Owning Your Office/Space		
<input type="checkbox"/>	A Seat (and voice) At The Table - Functioning As An Equal		
<input type="checkbox"/>	Garnering Respect		
<input type="checkbox"/>	Quiet Confidence		
<input type="checkbox"/>	Interpersonal skills - Emotions, Relationships, Character		
<input type="checkbox"/>	Cultural Differences - And How To Benefit From Them.		
<input type="checkbox"/>	Professional Etiquette - Lessons From Mama		
<input type="checkbox"/>	Defining Day-To-Day Excellence		
<input type="checkbox"/>	The Relationship Between Attitude And Expectations		
<input type="checkbox"/>	Creating A Personal Mantra		
<input type="checkbox"/>	Downtime And Self-Care - A Must		

<input type="checkbox"/>	Creating Practical Balance		
<input type="checkbox"/>	Reducing Cognitive Load		
<input type="checkbox"/>	Professional Development Pathway		
<input type="checkbox"/>	Moving Ranks - From Assistant To Advisor		
<input type="checkbox"/>	Handing Over The Baton Stick		
<input type="checkbox"/>	Empowering Others		
<input type="checkbox"/>	Giving Back In Your Role		