

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

**Note on Tech Tools:** We have grouped similar

Enter <b>4</b> if you possess good/solid skills.	<b>4</b>	tools and apps for your convenience. If you are proficient with a tool that is not listed but serves
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Enter <b>3</b> if you know some stuff, but not everything and just do okay.	<b>3</b>	proficient with a tool that is not listed but serves the exact function as one that is listed, please rate
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Enter **2** if have little experience and know there is still room for substantial growth. **2** your skills next to the listed tool.

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.**

**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	4	Gmail	4		
Communication	3		Managing a client's calendar	3	MS Outlook (email)	3		
Organization	3		Scheduling	3	Google Calendar	4		
Confidentiality and discretion	4		Internet research	3	MS Outlook (calendar)	3		
Attention to detail / accuracy	3		Creating slides / presentations	4	Google Meet / Zoom/ Teams/ ...	4		
Time management	3		Project management	3	Google Docs /MS Word/ ...	5		
Anticipating client needs	3		Travel research and booking	3	Google Sheets/ MS Excel/ ...	4		
Adaptability	4		Creating travel Itineraries	3	Google Slides/ MS PowerPoint/ ...	4		
Maintaining calm under pressure	3		Data entry	3	Google Drive/ Box/ ...	4		
Proactiveness	3		Expense tracking	3	Google / MS Forms/ ...	4		
Prioritization	3		Authoring effective surveys	3	Trello/ Asana/ Monday/ ...	3		
Resourcefulness	3		Creating meeting agendas	3	Grammarly / CopyAI/ ...	3		
Problem-solving	3		Taking meeting minutes / notes	4	ChatGPT/ Gemini/ ...	4		
Critical Thinking	3		Transcribing	3	Calendly	3		
Emotional intelligence	4		Writing Correspondence	3	Motion	3		
People Skills & Collaboration	4		Electron Record Management (version)	3	Savvytime/ Time and Date/ ...	3		
Managing up	3		Customer Service	3	Doodle	2		
Self-awareness	4		Stakeholder management	3	Fireflies	2		
Self-management	4				Canva	4		
Self-confidence	4				Triplt	2		
Grit & Resilience	3			Expensify	2			

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		