EVALUATE

MY PROFESSIONAL SELF SKILLS LIST

(Add to Your List)

Skill 1

Skill 2

Skill 3

Skill 4

Skill 5

**This is Me Now** | Existing Skills| Positive Attributes

# What Can You Move To The Right?

* Able to cope with normal stresses of life
* Able to positively interact with others
* Able to manage my time and meet deadlines
* Able to adapt to a new environment
* Able to positively respond to change
* Keep accurate notes and diarise key dates
* Explain my ideas to an audience
* Solve factual problems
* Solve numerical problems
* Develop my own ideas
* Make decisions about the direction I should take
* Proofread, edit, check and improve written work
* Use my own initiative to get things done
* Follow instructions given to me
* When things lack clarity, I am not afraid to ask for clarification and help
* Motivate others and delegate tasks
* Compose e.g. letters, reports, essays, stories
* Reflect upon my own abilities