# **Top Skills (Enjoy Using)**

# **People Skills**

## SENSING, FEELING

Apprehending through intuition, showing sensitivity to others, especially their feelings. Intuiting; being sensitive and responsive to the feelings of others; empathizing; showing warmth; keen ability to put self in someone else's shoes; having keen sense of taste; having keens sense of smell

### **COMMUNICATING**

Signaling, speaking, or listening to others so as to convey or receive information Listening; receiving information; learning; questioning; interviewing; exchanging information; signaling; telling; talking; writing; informing; giving instructions; speechwriting; playwriting

## ADVISING, CONSULTING

Giving expert advice or recommendations, based on an area of expertise one possesses Reading avidly; continually gather information with respect to a particular problem or area of expertise; offering services; giving expert advice; consulting; trouble-shooting; recommending; referring.

# **Top Skills (Enjoy Using)**

# **Information Skills**

#### **ORGANIZING**

Giving a definite structure and working order to things
Forming into a whole with connected and interdependent parts; collating;
formulating; defining; classifying materials; arranging according to a prescribed
plan or evolving schema; expertly systematizing

### **VISUALIZING**

Able to conceive shapes or sounds, perceiving their patterns and structures, and to enable others to see them too

Having form perception; imagining; able to visualize shapes; perceiving patterns and structures; skilled at symbol formation; creating poetic images; visualizing concepts; possessing accurate spatial memory; easily remembering faces; having and uncommonly fine sense of rhythm; estimating (e.g. speed); illustrating; photographing; sketching; drawing; coloring; painting; designing; drafting; mapping.

## IMPROVING, ADAPTING

Taking what others have developed and applying it to new situations, often in a new form

Adjusting; improvising; expanding; improving; arranging (as music); redesigning; updating; applying

### PLANNING, DEVELOPING

Determining the sequence of tasks, after reviewing pertinent data or requirements and often overseeing the carrying out of the plan.

Reviewing pertinent data requirements; determining the need for revisions of goals, policies and procedures; planning on the basis of lessons from the past; determining the sequence of operation; making arrangements for the functioning of a system; overseeing; establishing; executing decisions reached; developing, building markets for ideas or products