

EXCLUSIVE CAREER COACHING

Motivated Skills Inventory

For each skill, give two ratings:

*how much of that skill do you possess?

*how motivated are you to use that skill?

Skill Level

- 1 = Little or no skill
- 2 = Some basic ability
- 3 = Moderately skilled
- 4 = Advanced skill level
- 5 = Superior skill level

Motivation Level

- 1 = Not motivated to use this skill
- 2 = Motivated to use this skill only if necessary
- 3 = Average enjoyment in using this skill
- 4 = Above average enjoyment in using this skill
- 5 = Superior enjoyment in using this skill

					Skill	Motivation Level				
1	2	3	4	5		1	2	3	4	5
					COMMUNICATION SKILLS					
					Writing: Possess excellent writing skills. Able to create business or technical documents, correspondence, and other effective written communications.					
					Speaking: Comfortable speaking in meetings and communicating complex information in an easily understandable form to individuals at various levels.					
					Presentation: Skilled at giving presentations to groups of all sizes; able to develop effective visual aids for presentations.					
					Persuading: Comfortable using persuasive skills to convince others on a particular course of action.					
					Selling: Skilled at convincing others to buy a product or service.					
					Negotiating: Capable of bargaining with others to reach a desired agreement.					
1	2	3	4	5	MARKETING, PUBLIC RELATIONS, AND CUSTOMER SERVICE SKILLS	1	2	3	4	5
					Social Ease: Effective in social situations; comfortable meeting new people and establishing rapport easily.					
					Public Relations: Interact effectively on a continual basis with customers who require information, service, or help.					
					Customer/User Service: Skilled at listening carefully to customer needs and complaints; able to identify, troubleshoot, and resolve customer problems.					
					Marketing and Sales: Skilled at identifying customer needs and preferences and making appropriate product or service recommendations.					
					Professional Image: Able to present a good professional appearance and represent an organization in a positive light.					
					Performance Improvement: Able to translate objective feedback into self-improvement; able to self-identify deficiencies to improve performance.					
1	2	3	4	5	QUANTITATIVE ANALYSIS SKILLS	1	2	3	4	5
					Computational Speed: Able to process, compute, or manipulate numerical data rapidly and accurately.					
					Work with Numerical Data: Skilled at compiling, interpreting, and manipulating large amounts of quantitative data; able to present data.					
					Solve Quantitative Problems: Able to analyze complex numerical data; able to make recommendations based on quantitative analysis.					
					Computer Skills: Able to analyze hardware or software needs or problems; skilled at writing software specifications and developing programs.					
1	2	3	4	5	ANALYTICAL – RESEARCH SKILLS	1	2	3	4	5
					Scientific Curiosity: Significant interest in scientific phenomena; motivated to explore, research, pursue, and develop new technologies and innovations.					
					Research: Able to gather information in a systematic way, verifying facts or principles.					

					Technical Work: Able to understand and use engineering or industrial principles, tools, and equipment to improve processes, services, or products.					
1	2	3	4	5	TECHNICAL REASONING	1	2	3	4	5
					Mechanical Reasoning: Able to understand how hardware, machinery, or tools operate and the relationships between mechanical operations.					
					Spatial Reasoning: Able to judge relationships between objects in space. Able to judge shapes and sizes of objects, manipulate them, and analyze the effect.					
					Outdoor Work: Enjoy working on construction, environmental, or landscape projects, manage operations, or gather technical or environmental data.					
					Troubleshooting and Problem-Solving: Skilled with analyzing mechanical, electrical, software, or hardware problems and coming up with solutions.					
1	2	3	4	5	CREATIVITY AND INNOVATION	1	2	3	4	5
					Artistic: Able to use color and shapes to create visually pleasing images in various forms. Able to create new ideas and forms with existing objects.					
					Creative or Imaginative with Ideas: Use imagination to create new ideas, projects, or programs; able to conceive existing elements in new ways.					
1	2	3	4	5	TEACHING, TRAINING, INSTRUCTING, OR COUNSELING	1	2	3	4	5
					Teaching: Able to explain complex ideas or principles in an understandable manner; able to provide knowledge or insight to individuals or groups.					
					Coaching: Able to assist an individual in improving his or her performance in a specific subject or skill area.					
					Counseling: Able to listen and sort out details and information and give counsel, while engaging in a helping/supportive relationship.					
1	2	3	4	5	PROJECT MANAGEMENT – LEADERSHIP – MOTIVATION SKILLS	1	2	3	4	5
					Management and Supervision: Skilled at overseeing, managing, and directing the work of others. Able to motivate individuals to perform at their peak level.					
					Planning: Able to plan and develop a program or project through organized and systematic preparation and arrangement of tasks and schedules.					
					Organization: Arranging people, data, or objects in a systematic fashion to allow for the effective use of time and resources.					
					Detail Management: Able to work with a variety and/or volume of details without losing track of any items. Able to manage detail-oriented tasks.					
					Decision Making: Comfortable making judgments or reaching conclusions; able to accept responsibility for and consequences of such actions.					

Motivated Skills: Those that you scored 4-5 for both skill level and motivation level. The more you perform these skills in your work, the more motivated you will be.

Burnout Skills: Those skills that you scored 4-5 for skill level, but 1-2 for motivation level. The more you perform these skills in your work, the more job burnout you will experience.

If you have more than six Motivated Skills, go back through those items with a critical eye to reduce your total. It is not likely that you will find a job that allows you to use a high number of Motivated Skills.

Conversely, if you have fewer than six Motivated Skills, try to increase that number to six. If necessary, include items you rated as a "3."

Write your top six Motivated Skills here, in order of your preference:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.