

## Exercise #2: What am I good at?

Look at the list of skills that follows. Underline the skills you have to some degree. Circle the skills you have and enjoy using. Put a star beside the ones without which your life will not be complete. Don't look at the bolded header if it influences your decision.

### Verbal Communication

- Teaching
- Speaking
- Instructing
- Selling
- Persuading
- Promoting

### Written Communication

- Reading
- Copying Writing
- Editing
- Translating
- Corresponding
- Proposal Writing

### Planning

- Analyzing
- Appraising
- Reviewing
- Deciding
- Evaluating
- Researching
- Troubleshooting
- Obtaining Information

### Dealing with Abstracts

- Anticipating
- Conceptualizing
- Estimating
- Predicting
- Theorizing

### Organizing

- Arranging
- Categorizing
- Scheduling
- Collecting
- Organizing
- Compiling
- Coordinating
- Preparing
- Planning Events
- Record Keeping
- Committee Working

## Presenting/Performing

- Exhibiting
- Explaining
- Making Layouts
- Representing
- Speaking
- Setting Up
- Teaching
- Displaying
- Dramatizing
- Entertaining
- Meeting the Public

## Persuasion

- Explaining
- Manipulating
- Negotiating
- Persuading
- Politicking
- Fund Raising
- Confronting
- Motivating Others

## Supervisory/Leadership

- Confronting
- Coordinating
- Delegating
- Directing
- Explaining
- Initiating
- Managing
- Mediating
- Organizing
- Risk Taking
- Supervising
- Tolerance
- Motivating Others

## Information Management

- Coordinating
- Dispensing
- Interpreting
- Investigating
- Locating
- Managing
- Operating
- Organizing
- Processing
- Programming
- Recording
- Record Keeping
- Rewriting
- Translating

- Updating
- Analyzing

## Human Relations

- Advising
- Handling Complaints
- Counseling
- Training
- Group Facilitating
- Listening
- Rehabilitating
- Analyzing
- Interviewing
- Recruiting
- Meeting the Public
- Mediating
- Negotiating
- Expressing Feelings

## Finance

- Accounting
- Bookkeeping
- Advising
- Auditing
- Budgeting
- Calculating
- Collecting Estimating
- Fundraising
- Record Keeping
- Working with Precision
- Grant Writing
- Developing Economic Models

## Using Hands

- Assembling
- Building
- Caring for Patients
- Constructing
- Fixing
- Showing Dexterity
- Operating Tools/Machinery
- Using Instruments

## Artistic

- Setting Up
- Photographing
- Making Layouts
- Sketching

## Using Whole Body

- Observing
- Hiking

- Outdoor Activities
- Team Sports
- Camping
- Physical Education
- Individual Sports
- Traveling
- Coaching

## Creativity

- Creating
- Imagining
- Inventing
- Designing
- Displaying
- Applying Theory
- Voicing Ideas
- Dealing Creatively with Shapes, Colors, Paints

Now look at the categories that have the most skills circled; these are skills you should try to incorporate into a career. Note the categories with no skills circled. Have you tried to build skills in these areas? Or are you intentionally avoiding them? Understanding the areas you do not want to pursue can be helpful in determining the areas you do. If there are skills that are underlined, keep them in mind with examples of when/how you use them. Although they might not be skills you prefer to use, they may be marketable in combination with skills you do enjoy. The skills with stars beside them need to be incorporated into your professional, social or community life to achieve overall satisfaction.

Categories with the most circles and stars:

1.
2.
3.
4.
5.