

SKILLS MAP

INSTRUCTIONS TO SAVE YOUR OWN COPY:

Follow the directions below to save your personal copy if you are not automatically prompted to do so:

To save to your Google drive and to edit, select File > Make a Copy > rename the document and save to your own drive.

To save as a Excel sheet, select File > Download > and save on your computer or in whichever file you choose to save it in.

INSTRUCTIONS TO COMPLETE THE SKILLS MAP:

Enter the number 3 for something you are really good in. A GREEN color will show after you enter the number.

3

Enter the number 2 for something you are intermediate in. A YELLOW colour will show after you enter the number.

2

Enter the number 1 for skills you are not good in and want to improve in. A PINK colour will show.

1

Leave skills you are not interested in as blank.

Soft Skills	Rating	Technical Skills	Rating	Tech Tools	Rating
Growth mindset	3	Managing a client's inbox	3	Gmail	3
Communication	3	Managing a client's calendar	3	MS Outlook (email)	2
Organization	2	Scheduling	3	Google Calendar	3
Confidentiality and discretion	3	Internet research	3	MS Outlook (calendar)	2
Attention to detail / accuracy	2	Creating slides / presentations	3	Google Meet	3
Time management	3	Project management	3	Zoom	3
Anticipating client needs	3	Travel research and booking	2	Google Docs	3
Adaptability	2	Creating travel Itineraries	2	MS Word	3
Maintaining calm under pressure	3	Data entry and expense tracking	3	Google Sheets	3
Being proactive	2	Creating meeting agendas	2	MS Excel	3
Prioritization	2	Taking meeting minutes / notes	2	Google Slides	3
Resourcefulness	3	Transcribing	3	MS PowerPoint	3
Problem-solving	3	Writing correspondence	3	Google Drive	3
Emotional intelligence	3	Labelling and filing electron documents	3	MS OneNote	1
Patience	2	Attending to customers	3	Box	1
People Skills	2	Stakeholder management	3	Google Forms	3
Managing up	2	Authoring effective surveys	2	MS Forms	3
Self-awareness	3			Trello	1
Self-management	3			Asana	1
Crit & resilience	3				

LIST THE SKILLS YOU WANT TO GROW/ DEVELOP

There are no limits. You can add any number of skills you especially want to grow in.

	Skill	Growth plan
Skill 1	Creating travel Itineraries	I will do more practice creating travel itineraries even just for fun or myself
Skill 2	MS OneNote	I will watch tutorials and do more practice
Skill 3	Box	I will watch tutorials and do more practice
Skill 4	Trello	I will watch tutorials and do more practice
Skill 5	Asana	I will watch tutorials and do more practice