

# Taking Stock of Your Skills

## Instructions:

1. From the list on the following page, circle the top 5-10 skills which describe you the best. (Note: You may select skills which come naturally to you as well as those you have developed or acquired. You may also add other skills not shown.) Go with your first instinct.
2. Now place a special mark next to those skills you most enjoy using.
3. Give the full (unedited) list of skills to 3-5 people you know through various circumstances. For example, choose one or two people whom you are close to personally, and a few people with whom you have worked (including a senior manager or boss, as well as a colleague or peer). You may also want to include someone you know through a volunteer or network organization. Ask them to circle what they view as your top five skills.
4. Review all of the above and determine your Top 5 Skills.

## Skills and Abilities

Writing  
Talking  
Public speaking  
Persuading  
Selling  
Negotiating  
Working on a team  
Working with others  
Supervising others  
Teaching  
Coaching  
Counseling  
Coordinating projects/tasks  
Managing  
Meeting people easily  
Working with numbers  
Collecting information  
Interpreting data  
Solving quantitative problems  
Facility with computers  
Concentration/focus  
Research  
Attention to detail  
Manual dexterity  
Understanding how tools/machinery work  
Physical stamina  
Meeting deadlines  
Precision  
Aesthetic sensitivity  
Imagination with things  
Imagination with ideas  
Disciplining others  
Making decisions  
Seeing possibilities  
Mentoring  
Facilitating  
Resolving conflicts  
Developing prototypes  
Observing accurately  
Having fun  
Establishing procedures/rules  
Managing crises  
Synthesizing information  
Analyzing problems  
Strategizing  
Maintaining systems  
Critiquing  
Assessing priorities  
Learning new skills  
Understanding complicated ideas  
Working with theories  
Adapting to changing situations  
Flexibility