

SKILL CHECK LIST

Category	Skill and/or Something You Enjoy or Want to Do	Gifted	Average	To Learn(ing)	Very Interested	Category	Skill and/or Something You Enjoy or Want to Do	Gifted	Average	To Learn(ing)	Very Interested
DATA SKILLS	Calculating					PEOPLE SKILLS	Advising				
	Classifying Information						Demonstrating				
	Comparing Information						Emphasizing				
	Synthesizing Data						Entertaining				
	Data Entry						Giving Feedback				
	Doing Research						Guiding				
	Keeping Records						Informing				
	Organizing						Inspiring/Motivating				
	Posting Information						Leading				
	Setting Up Files						Listening				
	Writing Reports						Meeting Strangers				
	ECLECTIC SKILLS AND TALENTS	Acting						Mentoring			
Arts and Crafts						Negotiating					
Baking						Persuading/Influencing					
Carpentry						Representing Others					
Comedy - Stand Up						Selling					
Cooking						Supervising					
Creative Writing/Poetry						Supporting Others					
Dancing - Modern						Teaching/Coaching					
Dancing, Ballroom						Verbal Communication					
Dancing, Line						Work Children/Seniors					
Decorating						Work with Handicapped					
Designing Clothes						Written Communication					
Drawing						SPECIAL KNOWLEDGE	Advertising				
Growing a Garden							Alternative Health				
Horse Back Riding							Copywriting				
Illustrating							Excel/Quick Books				
Martial Arts: Karate, Etc.							Graphic Design				
Mountain Biking							Handyman				
Mountain Climbing							Journalism				
Painting - Artistic							Marketing				
Playing Tennis							Mechanical Ability				
Public Speaking							Politics				
Quilting							PowerPoint				
Running							Public Relations				
Screenwriting							Public Speaking				
Sewing							Religions, World				
Singing							Self-Help				
Skating - Ice/Roller Blading							Spirituality				
Swimming							Vegan Cooking				
Working with Animals							Web Design				
Working with Hands							Word Processing				
Yoga							Writing, NF & Creative				

SKILL CHECK LIST

Awareness Exercise

Worksheet

Take a few minutes and review the Skill Check List and identify where you are “Gifted,” or “Average.”

Perhaps you will identify a skill that you have that you never even thought of as a skill that may lead you to a career you will love.

If you know someone who has an interesting job, ask him or her to tell you more about what they do. Most people are very helpful and will want to help you learn about their work.

To get information about your skills, writing a resume or preparing a letter to apply for a job, check out the website: Live Career at <http://www.livecareer.com/>

If you aren't sure about what job you are best suited for, take the MBTI (Myers-Brigs Type Indicator) test. You can Google MBTI and take the test for free on the Internet. It is a test commonly given by job placement counselors.

Please feel free to provide feedback on this awareness exercise. Was it helpful to you? Your input is valued.

DETAILS:

Skill Check List

Estimated time:

Five Minutes

Intended for:

- Anyone who wants review possible career interests
- Consider work/careers never considered before

Upon completing this exercise:

You will have:

- Be aware of skills not considered before
- Possibly find a skill you hadn't considered before but truly identify with as you want to use
- Be aware of skills that you are very interested in cultivating for future work

Materials required:

1. Skill Check List (PDF) available **HERE**.
2. Printer.

Prerequisites:

Curiosity about possible skills never considered before that are ones you have. .