

Directions: For each skill area, determine if you want to use the skill, have the skill, and/or want to learn the skill.

There may be some skill areas for which you checkmark none of these categories and others you check all three.

When evaluating each of these skills think about...

- times you may have used the skill at work, school, home, play, etc.
- how easy or difficult that skill area is for you and if you seem to do better in that area than your peers
- why you believe you have that skill. Did you receive praise or recognized for an accomplishment?

	I Want To Use	I Have	I Want to Learn
Interpersonal Relations			
Advising, counseling, interviewing			
Assisting, protecting, providing physical care			
Coordinating work w/ others			
Supervising, directing, assessing			
Demonstrate empathy, sensitivity, patience			
Training, instructing, coaching			
Care for and serve people; rehabilitate, heal			
Encourage, empower or advocate for people			
Talking to others to convey information effectively			
Speaking in small groups			
Handling complaints in person or over the phone			
Communicating with diverse groups			
Communicate with metaphors			
Broadcasting, entertaining, presenting			
Listen carefully and attentively			
	I Want To Use	I Have	I Want to Learn
Technical/Hands On			
Designing equipment, developing systems			
Doing precision work			
Assembling, installing equipment to meet specifications			

Using tools, measuring			
Maintaining, inspecting, repairing			
Operating machines or equipment			
Use scientific or medical equipment			
Repair cars, bikes, or machines			
Following written and oral instructions			
	I Want To Use	I Have	I Want to Learn
Written Communication			
Writing, preparing logically written reports or proposals			
Demonstrate expertise in grammar and style			
Edit and proofread written material			
Write poetry, fiction, plays			
	I Want To Use	I Have	I Want to Learn
Organizing/Researching			
Developing ideas, plans or setting objectives			
Gathering information, conducting research			
Keeping records, cataloging			
Classifying people or objects into categories			
Making diagrams			
Planning, making decisions			
Set up and keep time schedules			
Coordinate people, activities and details			
Identify and organize tasks or information			
Create efficient systems			
Compare and evaluate information			
Patiently search for hard-to-find information			
	I Want To Use	I Have	I Want to Learn
Analyzing/Investigative			
Analyzing numerical data precisely			
Calculating, computing, applying formulas			
Developing budgets			
Mathematical reasoning			
Using scientific rules and methods to solve problems			

Analyzing, interpreting, evaluating statistical data			
Investigate clues			
Using logic and reasoning to identify solutions			
	I Want To Use	I Have	I Want to Learn
Management/Leadership			
Envision the future and lead change			
Manage personnel, training, projects and time			
Delegate responsibility			
Increase productivity and efficiency on budget and time			
Demonstrate flexibility during crisis			
Persuading, negotiating, selling			
Mediate peace between conflicting parties			
Persuade others to change their minds or behavior			
Motivating, developing, directing people as they work			
	I Want To Use	I Have	I Want to Learn
Create/Innovate			
Drafting, drawing, painting, sculpting			
Performing, creating art			
Express ideas or create images through art form			
Create innovative solutions to complex problems			
Spatial visualization of concepts and results			