

Self-Management Skills: What are you like?

Have 3 adjectives about yourself ready to mention and back up with examples.

- | | | | | |
|---|--|--------------------------------------|---|---|
| <input type="checkbox"/> Active | <input type="checkbox"/> Creative | <input type="checkbox"/> Friendly | <input type="checkbox"/> Perceptive | <input type="checkbox"/> Sense of humor |
| <input type="checkbox"/> Adept | <input type="checkbox"/> Critical | <input type="checkbox"/> Generous | <input type="checkbox"/> Persevering | <input type="checkbox"/> Sensible |
| <input type="checkbox"/> Alert | <input type="checkbox"/> Curious | <input type="checkbox"/> Gracious | <input type="checkbox"/> Persistent | <input type="checkbox"/> Sincere |
| <input type="checkbox"/> Ambitious | <input type="checkbox"/> Deliberate | <input type="checkbox"/> Helpful | <input type="checkbox"/> Pioneering | <input type="checkbox"/> Sociable |
| <input type="checkbox"/> Analytical | <input type="checkbox"/> Dependable | <input type="checkbox"/> Honest | <input type="checkbox"/> Pleasant | <input type="checkbox"/> Spontaneous |
| <input type="checkbox"/> Assertive | <input type="checkbox"/> Detail oriented | <input type="checkbox"/> Humorous | <input type="checkbox"/> Poised | <input type="checkbox"/> Stable |
| <input type="checkbox"/> Authentic | <input type="checkbox"/> Determined | <input type="checkbox"/> Imaginative | <input type="checkbox"/> Polite | <input type="checkbox"/> Strong-willed |
| <input type="checkbox"/> Broadminded | <input type="checkbox"/> Diplomatic | <input type="checkbox"/> Independent | <input type="checkbox"/> Positive | <input type="checkbox"/> Sympathetic |
| <input type="checkbox"/> Businesslike | <input type="checkbox"/> Disciplined | <input type="checkbox"/> Industrious | <input type="checkbox"/> Practical | <input type="checkbox"/> Tactful |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Dynamic | <input type="checkbox"/> Ingenious | <input type="checkbox"/> Precise | <input type="checkbox"/> Teachable |
| <input type="checkbox"/> Candid | <input type="checkbox"/> Eager | <input type="checkbox"/> Innovative | <input type="checkbox"/> Productive | <input type="checkbox"/> Tenacious |
| <input type="checkbox"/> Capable | <input type="checkbox"/> Economical | <input type="checkbox"/> Insightful | <input type="checkbox"/> Progressive | <input type="checkbox"/> Thinks quickly |
| <input type="checkbox"/> Careful | <input type="checkbox"/> Effective | <input type="checkbox"/> Intuitive | <input type="checkbox"/> Punctual | <input type="checkbox"/> Thoughtful |
| <input type="checkbox"/> Caring | <input type="checkbox"/> Efficient | <input type="checkbox"/> Inventive | <input type="checkbox"/> Purposeful | <input type="checkbox"/> Trustworthy |
| <input type="checkbox"/> Clear-thinking | <input type="checkbox"/> Empathic | <input type="checkbox"/> Likeable | <input type="checkbox"/> Rational | <input type="checkbox"/> Understanding |
| <input type="checkbox"/> Composed | <input type="checkbox"/> Energetic | <input type="checkbox"/> Logical | <input type="checkbox"/> Realistic | <input type="checkbox"/> Versatile |
| <input type="checkbox"/> Competent | <input type="checkbox"/> Enterprising | <input type="checkbox"/> Loyal | <input type="checkbox"/> Reasonable | <input type="checkbox"/> Visionary |
| <input type="checkbox"/> Competitive | <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Mature | <input type="checkbox"/> Reflective | <input type="checkbox"/> Wholesome |
| <input type="checkbox"/> Confident | <input type="checkbox"/> Exceptional | <input type="checkbox"/> Meticulous | <input type="checkbox"/> Reliable | |
| <input type="checkbox"/> Conscientious | <input type="checkbox"/> Experienced | <input type="checkbox"/> Motivated | <input type="checkbox"/> Resourceful | |
| <input type="checkbox"/> Considerate | <input type="checkbox"/> Expressive | <input type="checkbox"/> Optimistic | <input type="checkbox"/> Respectful | |
| <input type="checkbox"/> Consistent | <input type="checkbox"/> Fair-minded | <input type="checkbox"/> Organized | <input type="checkbox"/> Responsible | |
| <input type="checkbox"/> Constructive | <input type="checkbox"/> Far-sighted | <input type="checkbox"/> Outgoing | <input type="checkbox"/> Self-confident | |
| <input type="checkbox"/> Cooperative | <input type="checkbox"/> Firm | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Self-controlling | |
| <input type="checkbox"/> Courageous | <input type="checkbox"/> Flexible | <input type="checkbox"/> Patient | <input type="checkbox"/> Self-reliant | |

Transferable Skills Checklist

Creative, Artistic Skills

- | | | |
|---|---|---|
| <input type="checkbox"/> Artistic | <input type="checkbox"/> Expressive | <input type="checkbox"/> Play Instruments |
| <input type="checkbox"/> Dance, body movement | <input type="checkbox"/> Music Appreciation | <input type="checkbox"/> Present artistic ideas |
| <input type="checkbox"/> Draw, sketch, render | <input type="checkbox"/> Perform, act | |

Creative, Artistic Skills

- | | | |
|---|---|---|
| <input type="checkbox"/> Analyze data or facts | <input type="checkbox"/> Count, observe, compile | <input type="checkbox"/> Manage money |
| <input type="checkbox"/> Audit records | <input type="checkbox"/> Detail-oriented | <input type="checkbox"/> Negotiate |
| <input type="checkbox"/> Budget | <input type="checkbox"/> Evaluate | <input type="checkbox"/> Research |
| <input type="checkbox"/> Calculate, compute | <input type="checkbox"/> Investigate | <input type="checkbox"/> Synthesize |
| <input type="checkbox"/> Classify data | <input type="checkbox"/> Keep financial records | <input type="checkbox"/> Take inventory |
| <input type="checkbox"/> Compare, inspect, record facts | <input type="checkbox"/> Locate answers/information | |

Key Transferable Skills:

- | | | |
|---|---|---|
| <input type="checkbox"/> Accept responsibility | <input type="checkbox"/> Manage people | <input type="checkbox"/> Plan |
| <input type="checkbox"/> Control budgets | <input type="checkbox"/> Meet deadlines | <input type="checkbox"/> Solve problems |
| <input type="checkbox"/> Increase sales or efficiency | <input type="checkbox"/> Meet the public | <input type="checkbox"/> Speak in public |
| <input type="checkbox"/> Instruct others | <input type="checkbox"/> Negotiate | <input type="checkbox"/> Supervise others |
| <input type="checkbox"/> Manage money or budgets | <input type="checkbox"/> Organize/manage projects | <input type="checkbox"/> Written communications |

Leadership

- | | | |
|---|---|--|
| <input type="checkbox"/> Arrange social functions | <input type="checkbox"/> Get results | <input type="checkbox"/> Self-controlled |
| <input type="checkbox"/> Competitive | <input type="checkbox"/> Mediate problems | <input type="checkbox"/> Self-motivated |
| <input type="checkbox"/> Decisive | <input type="checkbox"/> Motivate people | <input type="checkbox"/> Solve problems |
| <input type="checkbox"/> Delegate | <input type="checkbox"/> Negotiate agreements | <input type="checkbox"/> Take risks |
| <input type="checkbox"/> Direct others | <input type="checkbox"/> Plan | |
| <input type="checkbox"/> Explain things to others | <input type="checkbox"/> Run meetings | |

Transferable Skills Checklist

Other Transferable Skills:

- | | | |
|---|--|--|
| <input type="checkbox"/> Assemble or make things | <input type="checkbox"/> Drive or operate vehicles | <input type="checkbox"/> Repair things |
| <input type="checkbox"/> Build, observe, inspect things | <input type="checkbox"/> Good with my hands | <input type="checkbox"/> Use complex equipment |
| <input type="checkbox"/> Construct or repair buildings | <input type="checkbox"/> Operate tools/machinery | <input type="checkbox"/> Use my hands |

Using Words, Ideas:

- | | | |
|---|------------------------------------|---|
| <input type="checkbox"/> Articulate | <input type="checkbox"/> Design | <input type="checkbox"/> Remember information |
| <input type="checkbox"/> Communicate verbally | <input type="checkbox"/> Edit | <input type="checkbox"/> Research |
| <input type="checkbox"/> Correspond with others | <input type="checkbox"/> Inventive | <input type="checkbox"/> Speak in public |
| <input type="checkbox"/> Create new ideas | <input type="checkbox"/> Logical | <input type="checkbox"/> Write clearly |

Working with People:

- | | | |
|--|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Administer | <input type="checkbox"/> Kind | <input type="checkbox"/> Sensitive |
| <input type="checkbox"/> Care for | <input type="checkbox"/> Listen | <input type="checkbox"/> Sociable |
| <input type="checkbox"/> Confront others | <input type="checkbox"/> Negotiate | <input type="checkbox"/> Supervise |
| <input type="checkbox"/> Counsel people | <input type="checkbox"/> Outgoing | <input type="checkbox"/> Tolerant |
| <input type="checkbox"/> Demonstrate | <input type="checkbox"/> Patient | <input type="checkbox"/> Tough |
| <input type="checkbox"/> Diplomatic | <input type="checkbox"/> Persuade | <input type="checkbox"/> Trust |
| <input type="checkbox"/> Help others | <input type="checkbox"/> Pleasant | <input type="checkbox"/> Understand |

Job Content Skills – what have you done?

- Adapting new procedure
- Administering programs
- Advising people
- Analyzing data
- Analyzing problems
- Assembling apparatus
- Becoming actively involved
- Being thorough
- Budgeting expenses
- Calculating numerical data
- Checking for accuracy
- Coaching individuals
- Collecting money
- Comparing results
- Compiling statistics
- Conducting meetings
- Coordinating schedules/times
- Coping with deadlines
- Delegating responsibility
- Determining/defining problems
- Developing plans for projects
- Dispensing information
- Drafting reports
- Editing work
- Encouraging others
- Evaluating programs
- Expressing ideas orally to individuals or groups
- Finding/gathering information
- Handling complaints
- Handling detail work
- Imagining new solutions
- Inspecting physical objects
- Interacting with people at various levels
- Interviewing prospective employees
- Investigating problems
- Knowledge of concepts and principles
- Listening to others
- Locating missing information
- Maintaining accurate records
- Maintaining emotional control under stress
- Making decisions
- Managing an organization
- Managing people
- Mediating between people
- Meeting new people
- Motivating others
- Negotiating, arbitrating conflicts
- Operating equipment
- Organizing files
- Organizing tasks
- Performing numeric analysis
- Persuading others
- Picking out important information
- Planning agendas/meetings
- Planning organizational needs
- Preparing written communications
- Prioritizing work
- Promoting events
- Proposing ideas
- Providing customer service
- Public speaking
- Reading volumes of materials
- Recommending course of action
- Recommending ideas
- Rehabilitating people
- Relating to the public
- Running meetings
- Screening telephone calls
- Selling ideas/products
- Setting up demonstrations
- Setting work/committee goals
- Teaching/Training Individuals
- Thinking in a logical manner
- Taking independent action