

Self-management Skills link.

Please identify your self-management skills from the list below. There is space for you to add skills that you have that are not on the list. Those are the things that make you unique. Don't forget to use the Glossary or dictionary if you don't know the meaning of the word.

- Able to make important decisions on my own
- Able to meet deadlines
- Able to get along with fellow workers
- Able to work under pressure
- Accurate
- Adaptable
- Ambitious
- Careful
- Cheerful outlook, positive attitude
- Committed
- Confident
- Conscientious
- Consistent
- Creative
- Dedicated to highest quality of work
- Dependable
- Efficient
- Energetic
- Enthusiastic
- Good sense of humor
- Loyal
- Neat
- Organized
- Patient
- Punctual
- Quick learner
- Responsible
- Willing to follow directions
- Willing to use initiative
- Works quickly
- Other _____
- Other _____
- Other _____

Exercise: Choose three qualities/skills that you feel are your strongest. Prove it by giving an example to how you show this skill. Here is an example:
“I am dependable. I was never late to sell tickets for the football games. I stayed after to close up and balance the register. You can count on me to do a good job.” Now your turn:

1. "I am _____ . I have shown this quality by: _____

2. "I am _____. I have shown this quality by: _____

3. "I am _____. I have shown this quality by: _____

Print this out to put in your folder. You will need to use it in your one-minute commercial. Return to Skills Page and click on [Job-Content Skills](#).

Identifying Job-Content Skills

Check the skills that you have now that are specific to a particular job. Use the Glossary or a dictionary if you do not know the word.

Administrative Skills This is a Glossary Word—that's why it is underlined.
 Underlined words are Glossary words.

- ___ I can delegate work to others.
- ___ I can develop and control a budget.
- ___ I can establish performance standards for employees.
- ___ I can interview and hire employees.
- ___ I can evaluate employee performance.
- ___ I can design programs for employee training.
- ___ I have the ability to resolve subordinate complaints.
- ___ I know how to evaluate priorities and make decisions.
- ___ I can develop innovative, time-saving work procedures.
- ___ I can use resources (people, supplies, money, time).
- ___ I can define organizational goals.

Artistic Skills

- ___ I compose music for voice or instruments.
- ___ I play a musical instrument and perform before audiences.
- ___ I portray images by sketching, drawing, illustrating, or painting.
- ___ I am a good photographer.

___ I produce skilled crafts by weaving, shaping, etching, or carving ornamental gift or display items.

___ I perform in theatrical productions with poise and confidence.

___ I move hands, body and feet together with skill (dance).

___ I entertain or perform.

Business Skills

___ I communicate well on the telephone, by FAX, or e-mail.

___ I have excellent keyboarding skills (60+ WAM).

___ I have good keyboarding skills (45+ WAM).

___ I know the keyboard by touch and can enter information into a computer.

___ I know alphabetic and numeric filing.

___ I can answer questions from clients clearly.

___ I can compose letters and memos.

___ I know how to use Microsoft Office Programs, Word, PowerPoint, Excel, Access.

___ I know how to operate office machines such as copiers.

___ I know how to operate a switch board.

___ I can create a chart of accounts.

___ I can make journal entries.

___ I can post entries to a ledger.

___ I can make financial reports.

___ I can write clearly to report financial information.

___ I can audit (check) the work of others.

___ I can make business decisions based upon the information from business reports.

___ I can explain company policies about such things as finance charges, returned goods or service guarantees.

___ I can make arrangements and coordinate events.

___ I can sell goods and/or services.

___ I can maintain good business records.

Mechanical Skills

___ I can assemble, tune, repair or operate engines or other machinery.

___ I can understand and use blueprints.

___ I can make and operate scale models of airplanes, boats, cars, or trains.

___ I can repair automobiles.

I can construct, maintain, or restore buildings.

I can make or repair furniture.

Physical Performing Skills

I am good at performing sports.

I like to entertain audiences using my physical strengths and skills.

Scientific Skills

I use logic or scientific thinking to deal with problems.

I make decisions based on information that can be measured.

I can use measuring and testing equipment.

I can recognize slight differences in the shape, color or texture of things.

I understand and use scientific and technical language.

I conduct experiments on materials under controlled conditions.

I can apply the principles of high level mathematics.

I can picture a finished product or how a system works.

I can imagine possible solutions in my mind's eye.

I understand the principles of chemistry, biology, and physics.

Skills in Working with People or Providing Services to People

I can help people relax and enjoy themselves.

I am caring, sensitive and people oriented.

I can help people solve problems

I enjoy teaching people a new skill.

I enjoy working with children.

I can style and cut hair.

I enjoy working with all kinds of people.

I like to travel and enjoy making travel plans for myself or others.

I like serving food.

I like preparing food.

I can talk easily and put people at ease.

I can provide first-responder emergency skills used by a lifeguard or emergency medical technician.

Skills in Working with Plants and Animals

I feed, shelter, breed, train or show domestic pets or farm and ranch animals.

I plant and cultivate, food, flowers, trees or lawns.

Each occupation has skills that you will need to use. If you are taking a career/technical class now, write down all the skills that you are learning in that class.

After reviewing the skills, choose three skills that you would use on a job that you want to get. Here are some words that sell. Use them whenever you can!

- Conceived, initiated, created
- Designed, implemented, devised, opened
- Established, installed, began,
- Inaugurated, originated, planned
- Increased, enlarged, improved, expanded, promoted
- Successfully, effectively
- Recruited, named, appointed, hired, selected
- Screened, interviewed, evaluated
- Trained, instructed, motivated, demonstrated
- Counseled, advised, guided
- Published, edited, wrote, produced, composed
- Publicized, promoted
- Used, utilized, handled, excelled at, maintained, repaired
- Accomplished, achieved, established
- Awarded, won, honored, promoted, cited, recognized
- Assisted, aided, participated, instrumental in...
- Succeeded in, accomplished, gained
- Reorganized
- Sold, produced, operated, managed

Write a statement saying, “ I have been trained in (name class) and I can (tell them the skills and how you have used it.” If you have experience using this skill say, “I have (name the skill) and I have used it (say where and how long.)

Now save it, print it and return to the Skills Main Page to identify your Transferable skills.

Identifying Transferable Skills

Name three transferable skills that you would use in looking for a job:

Here are some examples of transferable skills statements:

“I am reliable because I took care of children since I was 13 years old. If parents trust me with their children, you can trust me to do a good job.”

“I am a volunteer in my child’s classroom. I record the test scores in the grade book. I am accurate, and I will be accurate on this job.”

Now your turn:

1. _____

2. _____

4. _____
