



You Got Skills

Stories of Accomplishment

1

2

3

4

5

6

7

Physical

What others
see:

Skills with the body

	1	2	3	4	5	6	7		A	B
Using my hands or fingers										
Having great finger dexterity										
Using my eyes & hands in coordination										
Physical coordination with my whole body										
Having agility, speed, strength, or stamina										

Skills with materials

Crafting, sewing, weaving, hammering										
Cutting, carving, or chiseling										
Fashioning, modeling, shaping, or sculpting										
Finishing, painting, refinishing, or restoring										
Precision working with my hands										

Skills with objects

Washing, cleaning, or preparing										
Handling or expediting										
Making, producing, manufacturing, or cooking										
Maintaining, preserving, or preparing										
Precision working with tools or instruments										

Skills with equipment, machinery, or vehicles

Setting up or assembling										
Operating, controlling, or driving										
Maintaining, cleaning, or preparing										
Breaking down, disassembling, or salvaging										

Skills with buildings or rooms

Constructing or re-constructing										
Modeling or remodeling										

Skills with growing things or animals

Having a green thumb, causing growing things to flourish										
Having skills with animals										
Tending, minding, feeding, or emptying										

1 2 3 4 5 6 7 A B

Mental

Gathering or creating

	1	2	3	4	5	6	7		A	B
Compiling, searching, or researching										
Gathering information by interviewing or observing people										
Gathering information by studying or observing things										
Having an acute sense of taste, smell, hearing, or sight										
Imagining, inventing, creating, or designing new ideas										

Managing

Step-by-Step										
Copying or comparing similarities or differences										
Computing, working with numbers, doing accounting										
Analyzing; breaking down into its parts										
Organizing, classifying, systematizing, or prioritizing										
Planning, laying out a step-by-step process for achieving a goal										
Holistically										
Adapting, translating, developing, or improving										
Visualizing, drawing, painting, dramatizing, creating videos or software										
Synthesizing, combining parts into a whole										
Problem solving or seeing problems among a mass of data										
Deciding, evaluating, appraising, or making recommendations										

Storing, retrieving

Keeping records										
Storing or filing										
Retrieving information, ideas, data										
Enabling other people to find or retrieve information										
Having a superior memory, keeping track of details										

1 2 3 4 5 6 7 A B

Interpersonal skills

Individuals one at a time

	1	2	3	4	5	6	7		A	B
Taking instructions, serving, or helping										
Communication well in conversation, in person, or on the phone										
Communication well in writing										
Instructing, teaching, tutoring, or training										
Advising, coaching, counseling, mentoring, empowering										
Diagnosing, treating, or healing										
Referring people or helping two people to link up										
Assessing, evaluating, screening, or selecting individuals										
Persuading, motivating, recruiting, or selling										
Representing others, interpreting others' ideas or language										

Groups, organizations for the masses

<i>Communicating effectively for a group or a multitude</i>										
By using words expressively in speaking or writing										
By making presentations in person or on TV or film										
By performing, entertaining, amusing, or inspiring										
Signing, miming, acting, singing, or playing an instrument										
Playing games or a particular game, leading others in recreation, or exercise										
Teaching, training, or designing educational events										
Guiding a group discussion, conveying warmth										
Persuading a group, debating, motivating, or selling										
Consulting, giving advise to groups in your area of expertise										
Managing, supervising, or running (ie a business)										
Following through, getting things done, producing										
Leading, taking the lead, being a pioneer										
Initiating, starting up, founding, or establishing										
Negotiating between two parties or resolving conflicts										

Other leadership-specific skills (in corporate talk)

Exhibit self-motivation & a positive attitude										
Motivate individuals & groups to perform										
Encourage effective teamwork										
Design & implement plans of action										
Set goals & follow through										
Assess & evaluate situations effectively										
Manage time efficiently & effectively through scheduling & prioritizing										
Handle multiple demands for commitment of time, energy, & resources										
Identify critical issues quickly & accurately										
Organize & plan projects or events										
Use integrity in decision-making										

1 2 3 4 5 6 7 A B

More Specific Skills (buzzwords)

Interpersonal Communications

	1	2	3	4	5	6	7		A	B
Exercise "give & take" to achieve group results										
Understand & work within the group culture										
Listen actively & attentively										
Delegate tasks & responsibilities										
Interpret behavior & emotional patterns in individuals & groups										
Display understanding of, & respect for, people from diverse backgrounds										
Conduct in-depth interviews										
Express ideas & thoughts based on facts										
Mediate conflict with tact & diplomacy										

Information Management

Synthesize facts, concepts, & principles										
Identify & combine a variety of resource materials into final copy										
Formulate relevant questions & develop ways to supply & clarify answers										
Communicate facts & ideas clearly both orally or in writing										
Learn & use various computer programs & other information technology										
Access & apply specialized knowledge										
Manage a budget & keep accurate financial records										

Creativity

Solve problems creatively, logically, & practically										
Create new processes or products using science, math, and/or imagination										
Write interesting & clear articles, reports, etc.										
Design activities to interest participants										
Market & display products to appeal to target audience										
Create visually intriguing & skilled designs, displays, or works of art										
Demonstrate convincing public speaking or acting skills										

Personal Development

Analyze life experiences for growth or change										
Identify, describe, & assess needs, values, interests, strengths, & weaknesses of individuals										
Instill self-confidence & self-esteem in others										
Develop personal moral code										
Demonstrate flexibility & commitment to change & learning										
Learn the value of hard work & persistence										
Devise means of dealing with extra stress										
Build from an historical perspective										

Add any other Transferable Skills that you think are important

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1 2 3 4 5 6 7 A B