

Self-Awareness: What am I *good* at?

Twardowski Career Development Center: 225 Lawrence, 610.436.2501

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A SKILL is defined as an ability or talent that is acquired or developed through training, education, or experience. This activity will help you identify your current skills, the skills you feel need more development, and the skills you enjoy using. If you can accurately recognize your skills, you will be able to choose majors and careers that require the application of those skills.

PART 1: Rate your each of the following skills:



Draw a circle around all those skills you think you have already.



Place a check by those skills enjoy using.



Put a star by the skills you would like to develop or improve.

Accounting

Setting up, maintaining, auditing, and analyzing finances

Acting

Performing

Advising

Giving counsel, information, opinions, or suggestions

Analyzing

Critically and carefully examining to find results

Arranging

Placing in order; adjusting properly

Articulating

Making clear, distinct, and precise

Assembling

Gathering; bringing together

Budgeting

Estimating income for a period of time or purpose

Calculating

Performing estimates based on probabilities

Cleaning

Making things clean or neat

Coaching

Giving instruction; training; directing

Collaborating

Working together; cooperating

Communicating

Expressing thoughts or information easily and effectively

Comparing

Examining similarities and differences

Computing

Calculating or reckoning

Constructing

Assembling or combining parts to form/build

Coordinating

Placing in same order or rank

Counseling

Guiding; resolving conflicts and emotional problems

Creating

Producing from thoughts or imagination

Dealing with Pressure

Ability to handle force or constraint

Dealing with Unknowns

Ability to handle things outside one's range of knowledge

Decision-Making

Using mental processes to conclude on a course of action

Delegating

Sending or appointing tasks or responsibilities

Designing

The act or art of making things

Diagnosing

Determining cause or nature of problem

Directing

Giving commands or instructions; supervising

Drawing

Creating graphic representations

Editing

Correcting, revising, adapting

Entertaining

Affording entertainment; amusing; diverting

Estimating

Forming approximate judgment or calculations

Evaluating

Determining value or amount; appraising

Explaining

Making plain or comprehensible

Filing

Arranging in convenient order

Formulating

Devising or developing methods or systems

Fundraising

Soliciting or gathering money for non-profit organizations

Guiding

Assisting others with advice or counsel or unfamiliarity

Handling Complaints

Dealing with others expression of dissatisfaction

Handling Detail Work

Dealing with individual and particular aspects of work

Imagining

Forming mental images; use of imagination

Influencing

Exercising influence on actions and behaviors of others

Inspecting

Examining carefully and critically

Instructing

Providing knowledge and giving order

Interpreting

Explaining the meaning of

Investigating

Searching and examining in detail to learn facts

Leading

Directing; guiding

Listening

Making effort to hear; paying attention

Maintaining

Keeping up or preserving an existing state

Mediating

Reconciling between parties through compromise

Monitoring

Keeping close watch over; supervising

Motivating

Providing with incentive; moving to action

Negotiating

Bargaining for a contract or business deal

Observing

Watching or perceiving in order to learn, remark or comment

Operating

Managing or working effectively

Organizing

Rearranging elements; coordinating parts

Painting

Representing pictures with paint

Performing

Giving public presentation through role or skill

Persuading

Inducing others to undertake course of action by reasoning

Planning

Act or process of making plans

Presenting

Bringing information before the public

Problem Solving

Working out difficulty through thought processes

Processing

Putting through steps of a procedure; running software

Programming

Planning/ scheduling activities and procedures

Promoting

Contributing to progress

Proposal/grant writing

Creating plan for suggestion and acceptance

Protecting

Shielding against harm or discomfort

Public Speaking

Addressing audiences effectively

Purchasing

Acquiring payment of money or equivalent; buying

Questioning

Expressing inquiry to receive a reply

Reading

Interpreting text or written material

Reasoning

Forming conclusions, judgments, or inferences from facts

Recording

Writing and preserving information and facts

Recruiting

Seeking engagement; enrollment

Rehabilitating

Restoring condition or good health

Repairing

Restoring condition after damage or injury

Researching

Scholarly or scientific investigation or inquiry

Reviewing

Looking over; studying; examining to give criticism

Scheduling

Planning for events or meetings for certain dates

Selling

Transferring goods or rendering services for money

Summarizing

Expressing in concise form

Supporting

Providing for; supplying with necessities

Teaching

Imparting knowledge or skill; giving instruction

Team Building

Developing and motivating groups

Testing

Fielding questions designed to determine knowledge

Theorizing

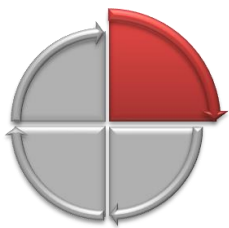
Formulating theories: speculating

Translating

Interpreting; explaining in terms more easily understood

Writing

Composing and producing in words or characters



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Note: Do not feel discouraged if you find that you have many skills you would like to develop. One of the major reasons you are at WCU is to gain new proficiencies and build upon those you already have.

PART 3: Now What?: Reflection Journal

While the skill-assessment exercise does incorporate numerous skills, it certainly is not an all-encompassing list. Are there any skills not listed here that you have developed or plan to develop that you feel are important?

BRINGING IT TOGETHER:

- A. Do you notice any patterns or commonalities among the skills you identified?

- B. Review the activity and note all of the skills you circled and starred. Additionally, examine your answers to the questions in the Now What?: Reflection Journal. Then, in the “Most Proficient” section of the chart, list your top three skills that you currently mastered. These skills could be ones you have a high degree of proficiency in, enjoy using, or that you would like to further develop and utilize. Finally, in the “To Be Developed” section of the chart, list the top three skills that you want to focus on and incorporate into your major and/or career.

Skills I Have	
Rank	Most Proficient
1	
2	
3	

Skills I Want to Obtain	
Rank	To Be Developed
1	
2	
3	