

	Never Done	Needs Work	Average	Above Average	Experience(s) Where You Gained the Skill
<b>Personal Attributes</b>					
<b>Competitiveness</b> Ability/willingness to compete & be measured on performance					
<b>Constancy</b> Persistent, faithful					
<b>Direction</b> Ability to define personal goals & needs					
<b>Deciding</b> Finding alternatives, making best use of resources or materials					
<b>Delegating</b> Tasks or responsibilities					
<b>Energy Level</b> Demonstrates confidence & capacity to make things move ahead					
<b>Flexibility</b> Receptive to new ideas & situations					
<b>Goal-oriented</b> Ability to identify, work toward & reach aims					
<b>Motivating</b> Self and others					
<b>Patience</b> Ability to remain calm, endurance					
<b>Perseverance</b> Continue course of action despite difficulties					
<b>Self-knowledge</b> Ability to assess your own capabilities					
<b>Self-starter</b> Identify purposeful work & take action					
<b>Personal Skills</b>					



<b>Compiling or Analyzing</b> Situations or Data					
<b>Calculating/Estimating</b> Costs, income, space or risk assessment					
<b>Coaching or Counseling</b> Guiding or tutoring					
<b>Constructing</b> Objects or buildings					
<b>Coordinating</b> Activities or events					
	<b>Never Done</b>	<b>Needs Work</b>	<b>Average</b>	<b>Above Average</b>	<b>Experience(s) Where You Gained the Skill</b>
<b>Creating/Designing</b> New ideas, products or systems, e.g. websites					
<b>Monitoring/Evaluating</b> Performance, programs, processes or events					
<b>Fundraising</b> One-to-one or through media					
<b>Group Facilitating</b> Managing group interactions					
<b>Interpreting</b> Data, legal, medical records or other language					
<b>Interviewing</b> Seeking data from others, then making recommendations or decisions					
<b>Making Layouts/Sketching</b> Diagrams & charts for printed media, public displays or advertising					
<b>Observing</b> Physical phenomena, behavior or situations					
<b>Operating</b> Equipment, machines or vehicles					



<b>Planning</b> Budgeting, goal setting, scheduling					
<b>Programming</b> Equipment or activities					
<b>Promoting</b> Ideas, products or policies one-to-one or via media					
<b>Record Keeping</b> Logs, files or time sheets					
<b>Repairing</b> Equipment, computers, furniture, etc.					
<b>Researching/Investigating</b> Obtaining information from library, surveys or physical data					
<b>Speaking</b> In public, groups or via electronic media					
<b>Supervising</b> People or processes					
<b>Teaching</b> Formal or informal					
<b>Writing/ Editing</b> Manuscripts, proposals or press releases					



**My top ten personal strengths & skills:**

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

**Other strengths & skills I would like to add:**

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.