

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



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



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