

Skills Inventory Exercise

Exercise: Review the examples in each of the three columns below. Then make your own list of personal experiences and skills. Think about what you are good at and what makes you feel good when doing it.

	Previous Experiences	Portable Skills	Personality Skills
Examples	<ul style="list-style-type: none"> • Communications skills • Vendor management • Landscaping • Home repairs • Computer skills 	<ul style="list-style-type: none"> • Communications • Writing skills • Very organized • Good at coordinating • Team leader • Problem solving • Project management • Good follow-through • Good with numbers • Time management 	<ul style="list-style-type: none"> • Self-starter • Friendly • Well-organized • Quick learner • Good judgment • Good attitude • Creative • Analytical • Flexible • Good sense of humor
Skills I Have			
Skills I Need			