

## 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 you 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**

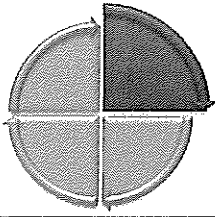
Formulating theories: speculating

**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	