

Chapter 26

Skills Assessment Worksheet

This assessment involves thinking about projects or tasks you have completed over your past years. In the first column, list ten projects or tasks you have completed that used specific skills and that you genuinely enjoyed doing. In the first row is a list of some common skills. You are invited to add additional skills to the first row and expand beyond these suggestions. After you list the projects or tasks, put an X in the box for each skill you clearly used to accomplish that project or task. Then add the number of Xs for each skill in the final row on this page. The result should highlight the skills with the highest number of Xs, which are the skills you tend to enjoy. This is a good indicator of the type of work you might consider for your profession. This assessment can be modified to reflect your preferred skills outside of work, helping you understand what energizes you in your personal time as well.

Projects or Tasks you enjoyed doing	Writing	Communication	Customer Service	Leadership/ Management	Sales	Project Management	Research	Analytics	Problem Solving	<i>Skill 10</i>
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
Skill totals in this row										

