

# Skills Sort

An essential element in career planning is reflecting on your skills. Skills are specific attributes and personality characteristics that are learned and developed throughout our lifetime. We are most motivated to use those skills that ***we excel at AND enjoy***, which also serves to increase our self-esteem.

Use the list below to help you identify your skills. Check the **Good At** box if the skill is one you consider a **strength**. Check the **Enjoy** box if the skill listed is something you **like doing, or believe you would seek out in your career**. **If you are both good at and enjoy a skill, place a check in BOTH boxes. There should not be a check in all or even most of the boxes - be selective!**

Remember, you may check both boxes, but it **is** possible to be good at something that you don't enjoy, or enjoy something that you are not very good at. Once finished, meet with a Career Coach at the Career Services Center, 261 Schwartz Center, to help you reflect on your results. Since life experiences impact us in a variety of ways, we suggest retaking these exercises periodically through college.

Good At	Enjoy	Skill
<input type="checkbox"/>	<input type="checkbox"/>	Acting in a play or performance
<input type="checkbox"/>	<input type="checkbox"/>	Adapting
<input type="checkbox"/>	<input type="checkbox"/>	Admitting mistakes
<input type="checkbox"/>	<input type="checkbox"/>	Advocating a cause
<input type="checkbox"/>	<input type="checkbox"/>	Analyzing
<input type="checkbox"/>	<input type="checkbox"/>	Applying technical knowledge
<input type="checkbox"/>	<input type="checkbox"/>	Arranging/displaying things
<input type="checkbox"/>	<input type="checkbox"/>	Assembling things
<input type="checkbox"/>	<input type="checkbox"/>	Attending to details
<input type="checkbox"/>	<input type="checkbox"/>	Being accurate
<input type="checkbox"/>	<input type="checkbox"/>	Being adventurous
<input type="checkbox"/>	<input type="checkbox"/>	Being ambitious
<input type="checkbox"/>	<input type="checkbox"/>	Being analytical
<input type="checkbox"/>	<input type="checkbox"/>	Being assertive
<input type="checkbox"/>	<input type="checkbox"/>	Being athletic
<input type="checkbox"/>	<input type="checkbox"/>	Being cautious

Good At	Enjoy	Skill
<input type="checkbox"/>	<input type="checkbox"/>	Expressing ideas
<input type="checkbox"/>	<input type="checkbox"/>	Facilitating groups
<input type="checkbox"/>	<input type="checkbox"/>	Farming
<input type="checkbox"/>	<input type="checkbox"/>	Following instructions
<input type="checkbox"/>	<input type="checkbox"/>	Following through
<input type="checkbox"/>	<input type="checkbox"/>	Gardening/growing things
<input type="checkbox"/>	<input type="checkbox"/>	Handling money
<input type="checkbox"/>	<input type="checkbox"/>	Having a sense of humor
<input type="checkbox"/>	<input type="checkbox"/>	Having empathy
<input type="checkbox"/>	<input type="checkbox"/>	Having good spatial perception
<input type="checkbox"/>	<input type="checkbox"/>	Helping others
<input type="checkbox"/>	<input type="checkbox"/>	Improvising
<input type="checkbox"/>	<input type="checkbox"/>	Influencing others
<input type="checkbox"/>	<input type="checkbox"/>	Inspecting construction
<input type="checkbox"/>	<input type="checkbox"/>	Interviewing
<input type="checkbox"/>	<input type="checkbox"/>	Inventing

Good At	Enjoy	Skill
<input type="checkbox"/>	<input type="checkbox"/>	Being charismatic
<input type="checkbox"/>	<input type="checkbox"/>	Being cheerful
<input type="checkbox"/>	<input type="checkbox"/>	Being committed to personal growth
<input type="checkbox"/>	<input type="checkbox"/>	Being competitive
<input type="checkbox"/>	<input type="checkbox"/>	Being concise
<input type="checkbox"/>	<input type="checkbox"/>	Being confident
<input type="checkbox"/>	<input type="checkbox"/>	Being conscientious
<input type="checkbox"/>	<input type="checkbox"/>	Being cooperative
<input type="checkbox"/>	<input type="checkbox"/>	Being creative
<input type="checkbox"/>	<input type="checkbox"/>	Being curious
<input type="checkbox"/>	<input type="checkbox"/>	Being demanding of oneself
<input type="checkbox"/>	<input type="checkbox"/>	Being easygoing
<input type="checkbox"/>	<input type="checkbox"/>	Being enterprising
<input type="checkbox"/>	<input type="checkbox"/>	Being firm
<input type="checkbox"/>	<input type="checkbox"/>	Being flexible
<input type="checkbox"/>	<input type="checkbox"/>	Being friendly
<input type="checkbox"/>	<input type="checkbox"/>	Being goal-oriented
<input type="checkbox"/>	<input type="checkbox"/>	Being idealistic
<input type="checkbox"/>	<input type="checkbox"/>	Being independent
<input type="checkbox"/>	<input type="checkbox"/>	Being insightful
<input type="checkbox"/>	<input type="checkbox"/>	Being intelligent
<input type="checkbox"/>	<input type="checkbox"/>	Being introspective
<input type="checkbox"/>	<input type="checkbox"/>	Being levelheaded
<input type="checkbox"/>	<input type="checkbox"/>	Being methodical

Good At	Enjoy	Skill
<input type="checkbox"/>	<input type="checkbox"/>	Investigating
<input type="checkbox"/>	<input type="checkbox"/>	Keeping records
<input type="checkbox"/>	<input type="checkbox"/>	Leading others
<input type="checkbox"/>	<input type="checkbox"/>	Learning quickly
<input type="checkbox"/>	<input type="checkbox"/>	Listening
<input type="checkbox"/>	<input type="checkbox"/>	Maintaining equipment
<input type="checkbox"/>	<input type="checkbox"/>	Maintaining physical stamina
<input type="checkbox"/>	<input type="checkbox"/>	Making decisions
<input type="checkbox"/>	<input type="checkbox"/>	Making mechanical things work
<input type="checkbox"/>	<input type="checkbox"/>	Matching people to tasks
<input type="checkbox"/>	<input type="checkbox"/>	Monitoring/regulating work flow
<input type="checkbox"/>	<input type="checkbox"/>	Motivating
<input type="checkbox"/>	<input type="checkbox"/>	Negotiating
<input type="checkbox"/>	<input type="checkbox"/>	Observing
<input type="checkbox"/>	<input type="checkbox"/>	Operating heavy machinery
<input type="checkbox"/>	<input type="checkbox"/>	Operating office equipment
<input type="checkbox"/>	<input type="checkbox"/>	Organizing finances
<input type="checkbox"/>	<input type="checkbox"/>	Painting
<input type="checkbox"/>	<input type="checkbox"/>	Performing
<input type="checkbox"/>	<input type="checkbox"/>	Persuading others
<input type="checkbox"/>	<input type="checkbox"/>	Planning
<input type="checkbox"/>	<input type="checkbox"/>	Playing a musical instrument
<input type="checkbox"/>	<input type="checkbox"/>	Presenting information logically
<input type="checkbox"/>	<input type="checkbox"/>	Promoting ideas

Good At	Enjoy	Skill
<input type="checkbox"/>	<input type="checkbox"/>	Being motivated
<input type="checkbox"/>	<input type="checkbox"/>	Being open-minded
<input type="checkbox"/>	<input type="checkbox"/>	Being organized
<input type="checkbox"/>	<input type="checkbox"/>	Being outgoing
<input type="checkbox"/>	<input type="checkbox"/>	Being poised/polished
<input type="checkbox"/>	<input type="checkbox"/>	Being politically aware
<input type="checkbox"/>	<input type="checkbox"/>	Being resourceful
<input type="checkbox"/>	<input type="checkbox"/>	Being sensitive
<input type="checkbox"/>	<input type="checkbox"/>	Being sincere
<input type="checkbox"/>	<input type="checkbox"/>	Being spontaneous
<input type="checkbox"/>	<input type="checkbox"/>	Being tactful
<input type="checkbox"/>	<input type="checkbox"/>	Being uninhibited
<input type="checkbox"/>	<input type="checkbox"/>	Being versatile
<input type="checkbox"/>	<input type="checkbox"/>	Being willing to learn
<input type="checkbox"/>	<input type="checkbox"/>	Being witty
<input type="checkbox"/>	<input type="checkbox"/>	Building/constructing things
<input type="checkbox"/>	<input type="checkbox"/>	Calculating risks
<input type="checkbox"/>	<input type="checkbox"/>	Coming up with ideas
<input type="checkbox"/>	<input type="checkbox"/>	Completing tasks efficiently
<input type="checkbox"/>	<input type="checkbox"/>	Cooking
<input type="checkbox"/>	<input type="checkbox"/>	Cooperating
<input type="checkbox"/>	<input type="checkbox"/>	Coordinating events and operations
<input type="checkbox"/>	<input type="checkbox"/>	Counseling and advising people
<input type="checkbox"/>	<input type="checkbox"/>	Criticizing constructively

Good At	Enjoy	Skill
<input type="checkbox"/>	<input type="checkbox"/>	Public speaking
<input type="checkbox"/>	<input type="checkbox"/>	Reading
<input type="checkbox"/>	<input type="checkbox"/>	Relating to a variety of people
<input type="checkbox"/>	<input type="checkbox"/>	Repairing things
<input type="checkbox"/>	<input type="checkbox"/>	Reporting information
<input type="checkbox"/>	<input type="checkbox"/>	Researching
<input type="checkbox"/>	<input type="checkbox"/>	Resolving conflict
<input type="checkbox"/>	<input type="checkbox"/>	Scheduling
<input type="checkbox"/>	<input type="checkbox"/>	Sculpting
<input type="checkbox"/>	<input type="checkbox"/>	Selling
<input type="checkbox"/>	<input type="checkbox"/>	Serving others
<input type="checkbox"/>	<input type="checkbox"/>	Setting priorities
<input type="checkbox"/>	<input type="checkbox"/>	Showing warmth and support
<input type="checkbox"/>	<input type="checkbox"/>	Singing
<input type="checkbox"/>	<input type="checkbox"/>	Socializing
<input type="checkbox"/>	<input type="checkbox"/>	Solving problems
<input type="checkbox"/>	<input type="checkbox"/>	Surveying
<input type="checkbox"/>	<input type="checkbox"/>	Surviving in the wilderness
<input type="checkbox"/>	<input type="checkbox"/>	Synthesizing facts and ideas
<input type="checkbox"/>	<input type="checkbox"/>	Taking care of living things
<input type="checkbox"/>	<input type="checkbox"/>	Taking initiative
<input type="checkbox"/>	<input type="checkbox"/>	Taking quality photographs
<input type="checkbox"/>	<input type="checkbox"/>	Taking risks
<input type="checkbox"/>	<input type="checkbox"/>	Teaching

Good At	Enjoy	Skill
<input type="checkbox"/>	<input type="checkbox"/>	Dancing
<input type="checkbox"/>	<input type="checkbox"/>	Delegating
<input type="checkbox"/>	<input type="checkbox"/>	Designing architecture/interiors
<input type="checkbox"/>	<input type="checkbox"/>	Developing good relationships
<input type="checkbox"/>	<input type="checkbox"/>	Diagnosing mechanical problems
<input type="checkbox"/>	<input type="checkbox"/>	Doing body work
<input type="checkbox"/>	<input type="checkbox"/>	Doing carpentry
<input type="checkbox"/>	<input type="checkbox"/>	Doing craft work
<input type="checkbox"/>	<input type="checkbox"/>	Doing electrical work
<input type="checkbox"/>	<input type="checkbox"/>	Doing masonry
<input type="checkbox"/>	<input type="checkbox"/>	Doing precision work
<input type="checkbox"/>	<input type="checkbox"/>	Drafting
<input type="checkbox"/>	<input type="checkbox"/>	Drawing illustrations
<input type="checkbox"/>	<input type="checkbox"/>	Driving vehicles
<input type="checkbox"/>	<input type="checkbox"/>	Editing and proofreading
<input type="checkbox"/>	<input type="checkbox"/>	Encouraging
<input type="checkbox"/>	<input type="checkbox"/>	Entertaining
<input type="checkbox"/>	<input type="checkbox"/>	Envisioning abstract ideas
<input type="checkbox"/>	<input type="checkbox"/>	Establishing procedures
<input type="checkbox"/>	<input type="checkbox"/>	Estimating costs
<input type="checkbox"/>	<input type="checkbox"/>	Evaluating
<input type="checkbox"/>	<input type="checkbox"/>	Explaining
<input type="checkbox"/>	<input type="checkbox"/>	Expressing feelings

Good At	Enjoy	Skill
<input type="checkbox"/>	<input type="checkbox"/>	Thinking logically
<input type="checkbox"/>	<input type="checkbox"/>	Thinking quickly
<input type="checkbox"/>	<input type="checkbox"/>	Tolerating routine
<input type="checkbox"/>	<input type="checkbox"/>	Training people
<input type="checkbox"/>	<input type="checkbox"/>	Typing
<input type="checkbox"/>	<input type="checkbox"/>	Understanding behavior
<input type="checkbox"/>	<input type="checkbox"/>	Understanding finances
<input type="checkbox"/>	<input type="checkbox"/>	Using a computer
<input type="checkbox"/>	<input type="checkbox"/>	Using hand tools
<input type="checkbox"/>	<input type="checkbox"/>	Using intuition
<input type="checkbox"/>	<input type="checkbox"/>	Using manual dexterity
<input type="checkbox"/>	<input type="checkbox"/>	Using physical coordination
<input type="checkbox"/>	<input type="checkbox"/>	Using physical strength
<input type="checkbox"/>	<input type="checkbox"/>	Using power tools
<input type="checkbox"/>	<input type="checkbox"/>	Working on a team
<input type="checkbox"/>	<input type="checkbox"/>	Working outdoors
<input type="checkbox"/>	<input type="checkbox"/>	Working well in a structured environment
<input type="checkbox"/>	<input type="checkbox"/>	Working well in an unstructured environment
<input type="checkbox"/>	<input type="checkbox"/>	Working well under stress
<input type="checkbox"/>	<input type="checkbox"/>	Working with animals
<input type="checkbox"/>	<input type="checkbox"/>	Writing creatively
<input type="checkbox"/>	<input type="checkbox"/>	Writing letters and reports