

Skills List

There is a list of skills below. First, read through the list and underline those individual words that name skills you know you have and enjoy using. Next, go back through the underlined words and put a star next to those skills that you would most like to use in your future work.

Now, ask people who know you well what they think you do best. Take fresh copies of the skills list and give them to at least two people from different parts of your life, such as one from your family and another from your workplace. Have them circle those individual word skills that they think are your strongest abilities. Then compare their lists with your own. For your future work, be sure to consider those skills that show up on all three lists!



Skills with Information

Synthesizing - Integrating - Conceiving - Conceptualizing - Innovating

Visualizing - Imagining - Inventing - Discovering - Learning

Selecting - Arranging - Designing - Developing

Brainstorming - Elaborating - Improvising - Reasoning - Thinking

Organizing - Planning - Implementing - Coordinating - Scheduling

Analyzing - Examining - Evaluating - Appraising - Deciding

Investigating - Researching - Observing - Experimenting - Predicting

Identifying - Gathering - Compiling - Categorizing - Classifying

Interpreting - Translating - Traveling - Articulating

Computing - Calculating - Programming

Copying - Comparing - Correcting - Proofreading

Collecting - Storing - Retrieving - Remembering

Writing - Reporting - Reading - Editing - Composing - Conducting

Adapting - Modifying - Improving - Revising - Simplifying - Reviewing

Anticipating - Clarifying - Intuiting - Understanding - Summarizing

Acting - Clowning - Dancing - Singing - Impersonating - Pantomiming

Purchasing - Budgeting - Financing - Producing

Skills with People

Mentoring - Counseling - Advising - Coaching - Consulting - Guiding

Assessing - Interviewing - Facilitating - Collaborating

Negotiating - Advocating - Mediating - Arbitrating - Debating

Instructing - Teaching - Training - Tutoring - Explaining - Presenting

Communicating - Questioning - Listening - Relating - Empathizing

Speaking - Talking - Signing - Informing - Demonstrating

Supervising - Managing - Directing - Delegating - Monitoring

Leading - Initiating - Competing - Team-building - Recruiting

Entertaining - Amusing - Performing - Dramatizing

Persuading - Influencing - Motivating - Inspiring

Promoting - Selling - Publicizing - Representing - Welcoming

Greeting - Serving - Assisting - Accommodating - Recommending

Helping - Care giving - Caring for animals - Caring for plants

Skills with Things

Painting - Drawing - Sketching - Sculpting - Illustrating

Photographing - Filming - Videotaping - Recording

Applying make-up - Decorating - Crafting - Sewing - Weaving

Setting-up - Operating - Controlling - Driving - Navigating

Tending - Handling - Lifting - Moving - Expediting

Building - Assembling - Constructing - Installing

Exhibiting - Displaying - Preparing - Mixing - Measuring

Restoring - Repairing - Remodeling - Refinishing - Preserving

Altering - Adjusting - Inspecting - Testing - Troubleshooting

Engraving - Carving - Chiseling - Molding - Shaping

Playing musical instruments - Puppeteering - Performing magic tricks

Cleaning - Maintaining - Massaging - Tattooing

Coordinating hand-eye - Coordinating body - Modeling

