

INSTRUCTIONS FOR PART D - SELF MANAGEMENT SKILLS²

Look at the following list of self-management skills and select those that best fit you. (Note: These skills are most effective in an interview during the job-search process - not on the resume.)

- | | | |
|---|---|---|
| <input type="checkbox"/> academic | <input type="checkbox"/> active | <input type="checkbox"/> accurate |
| <input type="checkbox"/> adaptable | <input type="checkbox"/> adventurous | <input type="checkbox"/> affectionate |
| <input type="checkbox"/> aggressive | <input type="checkbox"/> alert | <input type="checkbox"/> <input type="checkbox"/> ambitious |
| <input type="checkbox"/> artistic | <input type="checkbox"/> assertive | <input type="checkbox"/> attractive |
| <input type="checkbox"/> bold | <input type="checkbox"/> broad-minded | <input type="checkbox"/> businesslike |
| <input type="checkbox"/> calm | <input type="checkbox"/> careful | <input type="checkbox"/> cautious |
| <input type="checkbox"/> charming | <input type="checkbox"/> cheerful | <input type="checkbox"/> clear-thinking |
| <input type="checkbox"/> clever | <input type="checkbox"/> competent | <input type="checkbox"/> competitive |
| <input type="checkbox"/> confident | <input type="checkbox"/> conscientious | <input type="checkbox"/> conservative |
| <input type="checkbox"/> considerate | <input type="checkbox"/> cool | <input type="checkbox"/> <input type="checkbox"/> cooperative |
| <input type="checkbox"/> courageous | <input type="checkbox"/> creative | <input type="checkbox"/> curious |
| <input type="checkbox"/> daring | <input type="checkbox"/> deliberate | <input type="checkbox"/> democratic |
| <input type="checkbox"/> dependable | <input type="checkbox"/> determined | <input type="checkbox"/> dignified |
| <input type="checkbox"/> discreet | <input type="checkbox"/> dominant | <input type="checkbox"/> eager |
| <input type="checkbox"/> easygoing | <input type="checkbox"/> efficient | <input type="checkbox"/> emotional |
| <input type="checkbox"/> energetic | <input type="checkbox"/> enterprising | <input type="checkbox"/> enthusiastic |
| <input type="checkbox"/> fair-minded | <input type="checkbox"/> farsighted | <input type="checkbox"/> firm |
| <input type="checkbox"/> flexible | <input type="checkbox"/> forceful | <input type="checkbox"/> formal |
| <input type="checkbox"/> frank | <input type="checkbox"/> friendly | <input type="checkbox"/> generous |
| <input type="checkbox"/> gentle | <input type="checkbox"/> good-natured | <input type="checkbox"/> healthy |
| <input type="checkbox"/> helpful | <input type="checkbox"/> honest | <input type="checkbox"/> humorous |
| <input type="checkbox"/> idealistic | <input type="checkbox"/> imaginative | <input type="checkbox"/> independent |
| <input type="checkbox"/> ingenious | <input type="checkbox"/> industrious | <input type="checkbox"/> informal |
| <input type="checkbox"/> inventive | <input type="checkbox"/> intellectual | <input type="checkbox"/> intelligent |
| <input type="checkbox"/> lighthearted | <input type="checkbox"/> kind | <input type="checkbox"/> <input type="checkbox"/> leisurely |
| <input type="checkbox"/> loyal | <input type="checkbox"/> likable | <input type="checkbox"/> logical |
| <input type="checkbox"/> meticulous | <input type="checkbox"/> mature | <input type="checkbox"/> methodical |
| <input type="checkbox"/> modest | <input type="checkbox"/> mild | <input type="checkbox"/> moderate |
| <input type="checkbox"/> open-minded | <input type="checkbox"/> natural | <input type="checkbox"/> obliging |
| <input type="checkbox"/> organized | <input type="checkbox"/> opportunistic | <input type="checkbox"/> optimistic |
| <input type="checkbox"/> painstaking | <input type="checkbox"/> original | <input type="checkbox"/> outgoing |
| <input type="checkbox"/> persevering | <input type="checkbox"/> patient | <input type="checkbox"/> poised |
| <input type="checkbox"/> polite | <input type="checkbox"/> practical | <input type="checkbox"/> precise |
| <input type="checkbox"/> progressive | <input type="checkbox"/> pressure resistant | <input type="checkbox"/> punctual |
| <input type="checkbox"/> productive | <input type="checkbox"/> rational | <input type="checkbox"/> realistic |
| <input type="checkbox"/> reliable | <input type="checkbox"/> resourceful | <input type="checkbox"/> responsible |
| <input type="checkbox"/> self-confident | <input type="checkbox"/> sensible | <input type="checkbox"/> sensitive |
| <input type="checkbox"/> serious | <input type="checkbox"/> sharp-witted | <input type="checkbox"/> <input type="checkbox"/> sincere |
| <input type="checkbox"/> sociable | <input type="checkbox"/> spontaneous | <input type="checkbox"/> spunky |
| <input type="checkbox"/> stable | <input type="checkbox"/> steady | <input type="checkbox"/> strong |

(Continued on next page.)

² Farr, Michael; Geithe, Richard; Pickrell, R. *THE WORK BOOK: Getting the job you want*. Glencoe/McGraw-Hill, Peoria, Illinois, (1987).

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- strong-minded
- teachable
- thoughtful
- trusting
- unassuming
- uninhibited
- warm
- witty

- sympathetic
- tenacious
- tolerant
- trustworthy
- understanding
- verbal
- wholesome
- zany

- tactful
- thorough
- tough
- unaffected
- unexcitable
- versatile
- wise

INSTRUCTIONS FOR PART E. Of the Self-Management skills you have marked, choose five that you will likely be using in the position for which you are training. Also give a brief example of when you have used that skill.

1.

2.

3.

4.

5.

With this we conclude this skills-exploration exercise. You have now added more skills to your foundation. By identifying your skills you are able to communicate them better to potential employers. You have also identified those of your skills which you can use in your field of training.