

Personal Inventory: Skills and Personality Traits

What are your skills? I can...

- | | | |
|--|---|--|
| ☐ Write | ☐ Operate machinery | ☐ Remember details |
| ☐ Read | ☐ Work with wood | ☐ Meet deadlines |
| ☐ Type | ☐ Drive a truck | ☐ Solve problems |
| ☐ File | ☐ Care for plants | ☐ Ask for help |
| ☐ Teach | ☐ Arrange flowers | ☐ Manage time |
| ☐ Coach | ☐ Use the computer | ☐ Delegate responsibilities |
| ☐ Counsel | ☐ Cut and style hair | ☐ Record and report information |
| ☐ Organize | ☐ Cook | ☐ Learn quickly |
| ☐ Encourage | ☐ Take orders | ☐ Enforce policies |
| ☐ Persuade | ☐ Clean | ☐ Manage others |
| ☐ Negotiate | ☐ Use tools | ☐ Speak and write messages |
| ☐ Talk to people | ☐ Deliver things | ☐ Answer email and voice mail |
| ☐ Help people | ☐ Stock shelves | |
| ☐ Care for adults | ☐ Serve | |
| ☐ Care for children | ☐ Sort | |
| ☐ Get along with people | ☐ Assemble | |
| ☐ Paint | ☐ Sew | ☐ _____ |
| ☐ Act | ☐ Order supplies | |
| ☐ Play or write music | ☐ Take inventory | ☐ _____ |
| ☐ Farm | ☐ Manage money | |
| ☐ Do sports | ☐ Multi-task | ☐ _____ |
| ☐ Build | ☐ Work with people | |
| ☐ Fix things | ☐ Work alone | |
| ☐ Sell | ☐ Work fast | |
| | ☐ Follow directions | |

What are your personality traits? I am...

- | | | |
|---------------------------------------|--|---|
| ☐ Hardworking | ☐ A quick learner | ☐ Methodical |
| ☐ Punctual | ☐ Friendly | ☐ Organized |
| ☐ Honest | ☐ Persistent | ☐ Positive |
| ☐ Cheerful | ☐ Coordinated | ☐ Self-motivated |
| ☐ Dependable | ☐ Self-confident | ☐ Willing to learn |
| ☐ Strong | ☐ Efficient | ☐ Attentive to details |
| ☐ Intelligent | ☐ Creative | |
| ☐ Cooperative | ☐ Patient | ☐ _____ |
| ☐ Enthusiastic | ☐ Careful | |
| ☐ Resourceful | ☐ Responsible | |
| ☐ Flexible | ☐ Fast | ☐ _____ |

