What Are My Skills? Worksheet

UNIVERSITY OF FLORIDA
Cooperative Extension Service
Institute of Food and Agricultural Sciences

neighborhood park cleanup

CAREER SKILLS

Resources: indentifies, organizes, plans, and distributes resources									
Time - plans activities to reach a goal and sets aside time for them, prepares and follows schedules.	✓								
Money - estimates how much things needed for a project or goals will cost, makes and follows a budget, saves or earns money to reach a goal	✓								
Supplies & Space - gathers, buys, stores, and distributes supplies for a project. Uses materials and space well.	✓								
Help from others - knows others'skills and interests, and assigns work to those who can do it best. Gives clear instructions, explains how to do tasks, and helps others correct their mistakes.	✓								
People: works well with others									
Participates as a member of a team - contributes to group effort.	✓								
Teaches others new skills.									
Serves customers - works to solve problems and make customers happy.									
Exercises leadership - speaks out or writes to call attention to an idea, problem, or cause. Persuades and convinces other; develops a plan for change.	✓								
Negotiates - helps others exchange resources or resolve disagreements peacefully, fairly, and to the satisfaction of everyone involved.	✓								
Works with diversity - works well wth people from different regions, countries, races, religions, or cultures.									

What Are My Skills?

NOTE: Lay this page over the preceding page, lining up columns, so you can see the title of the story you are working on.

CAREER SKILLS								
Information: gathers and uses information								
Gathers and evaluates information to find out its value. For example, you read a new book and tell others whether you think it's worth reading and why.	✓							
Organizes and maintains information. For example, you take minutes of club meetings and keep them in a notebook in chronological order.								
Interprets and communicates information. For example, you use a map to help a group of tourists find the place they are looking for.	✓							
Uses computers to process information. For example, you keep track of the price of wheat futures on the commodity market for a month, enter data in your computer, and make a graph.								
Systems: understand and can work with complex relationships among people, ideas, and things, called "systems"								
Understands systems - knows how systems work. These may be social systems such as clubs or governments, systems of ideas such as grammar or geometry, natural systems such as a garden or an ant colony, or technical/mechanical systems such as a computer network or an automobile transmission.	✓							
Observes systems and corrects performance. For example, you observe that the soil of your garden is too compact and is stunting root growth, so you add earthworms and water to loosen the soil.								
Improves existing systems or designs new systems to improve performance. For example, you write an article for the student newspaper proposing a new way of electing student council representatives that will increase interest and turnout.								

What Are My Skills?

CAREER SKILLS

Equipment/Tools: works with a variety of tools, techniques, or equipment, including computers									
Selects tools - chooses tools to use in a project.									
Uses tools in projects and activities - uses tools and techniques correctly, or follows proper procedures for setting up and operating equipment.									
Maintains and fixes tools - prevents, identifies, or solves problems with tools.									

LIFE SKILLS

Basic Skills: reads, writes, solves arithmetic and mathematics problems, listens, speaks									
Reading - finds, understands, and uses written information in textbooks and reference materials. Does library research for school and 4-H projects.									
Writing - puts thoughts, ideas, information, and messages into correct, clear, written language. Writes letters, essays, articles, reports, etc.	✓								
Arithmetic/Mathematics - adds, subtracts, multiplies, and divides whole numbers and fractions correctly; solves simple algebra and geometry problems. Does arithmetic or math needed for projects.	✓								
Listening - hears, pays attention to, and responds to speech and common gestures such as nodding. Can carry on a conversation with someone of any age.	✓								
Speaking - organizes ideas and expresses them effectively in spoken words. Asks questions and speaks when appropriate in school, 4-H, and other groups.	✓								
Thinking Skills: thinks creatively, makes decisions, solves problems, uses imagination, can learn and reason									
Creative thinking - comes up with new ideas, using knowledge, research, and/or imagination.	✓								

What Are My Skills?

NOTE: Lay this page over the preceding page, lining up columns, so you can see the title of the story you are working on.

LIFE SKILLS									
Thinking Skills: thinks creatively, makes decisions, solves problems, uses imagination, can learn and reason (CONTINUED)									
Decision making - sets goals and chooses the best way to reach them.	✓								
Problem solving - recognizes problems and figures out the best way to solve them.	✓								
Seeing things in the mind's eye - uses imagination to visualize objects, symbols, descriptions of things, or other information.									
Knowing how to learn - knows how to learn in a classroom and informally. Knows how to get more information on a topic by asking someone, going to the library, and so forth.									
Reasoning - discovers a rule or principle that describes the relationship between two or more objects or ideas and uses it to solve a problem. For example, you see the principle of the lever to pry up a large rock that is too heavy for you to lift.	✓								
Personal Qualities: shows responsibility, self-esteem, sociability, self-management, integrity, and honesty									
Responsibility - works hard to reach goals and does not give up easily. Keeps promises and commitments.	✓								
Self-Esteem - sees self positively. Believes he or she is a worthwhile person.	✓								
Sociability - friendly, adaptable, and polite in groups. Understands others' feelings and needs.	✓								
Self-Management - knows own abilities and limits and behaves appropriately (for example, staying in shallow water if you can't swim well yet). Sets personal goals and keeps track of progress toward them.	✓								
Integrity/Honesty - understands "right" and "wrong" behavior and is honest and consistent in actions.	✓								