

Identifying Skills and Abilities

Your skill-set consists of your own abilities, strengths and skills. Abilities and strengths can be inborn characteristics and talents or skills you have learned over the course of your life. You may have enhanced your skills through study, work experience, hobbies or in relationships. Think through your own skill-set using the following questions:

1. What am I good at?
2. How do I typically do things? For instance, when you want to sort something out, do you look to the Internet or to books, do you phone a friend or do you think about it on your own? Do you usually do things alone or together with others?
3. What have you learned through work?
4. What skills and knowledge have you acquired through studying
5. What skills have you acquired through your hobbies and whatever else you do in your spare time?
6. Choose the three most important skills or strengths that you have identified through this exercise
7. Ask yourself: What skills and abilities do I want to develop in myself?