

The Center for Career Development and Ministry

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SKILLS AND SATISFACTIONS INVENTORY

Name: _____ Date: _____

What do you think you do best? How much do you enjoy using these skills?
Please put a check mark next to your best skills and then check how much you enjoy using those skills.

Example:

| Skills | | I am <u>very</u> good at this | | I like this very much | | I like this | | It' s OK |
|---|--|-------------------------------------|--|--------------------------|--|----------------|--|-------------|
| Acting as liaison, linking people or groups | | √ | | √ | | | | |
| Administration, managing, planning, leading | | | | | | | | |

| Skills | | I am <u>very</u> good at this | | I like this very much | | I like this | | It' s OK |
|---|--|-------------------------------------|--|--------------------------|--|----------------|--|-------------|
| Acting as liaison, linking people or groups | | | | | | | | |
| Administration, managing, planning, leading | | | | | | | | |
| Advising, giving technical or professional advice | | | | | | | | |
| Analysis, research, look at data, find answers | | | | | | | | |
| Artistic ability, designing, creating | | | | | | | | |
| Budgeting, planning, saving money or resources | | | | | | | | |
| Caring for others, providing care for mental health or physical healing | | | | | | | | |
| Classification, grouping, | | | | | | | | |

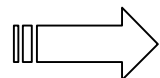
| Skills | I am very good at this | I like this very much | I like this | It' s OK |
|---|-------------------------------------|--------------------------|----------------|-------------|
| categorizing, creating data systems | | | | |
| Composing music , write and arrange music for voice or instruments | | | | |
| Creating , making something new | | | | |
| Counseling , advising, coaching, offering direction | | | | |
| Counting , calculating, entering data accurately | | | | |
| Dealing with feelings , listening, communicating, reducing anger | | | | |
| Designing , putting together new programs, products | | | | |
| Detail work , careful and accurate work | | | | |
| Entertaining , performing, singing, dancing, acting, public speaking | | | | |
| Estimating , appraising, valuing, determining cost | | | | |
| Expediting , making things work well, solving problems | | | | |
| Finance , organizing numbers, handling data | | | | |
| Generating ideas , thinking, brainstorming | | | | |
| Handwork , fixing, building, repairing | | | | |
| Hosting , serving guests, visitors, or customers | | | | |
| Implementation , following through on plans, tasks or projects | | | | |
| Initiating change , moving things in a new direction | | | | |
| Interviewing , getting information from people | | | | |
| Invention , developing, imagining, creating | | | | |
| Maintaining records , keeping | | | | |

| Skills | I am <u>very</u> good at this | I like this very much | I like this | It' s OK |
|---|-------------------------------------|--------------------------|----------------|-------------|
| accurate information, using spreadsheets | | | | |
| Making arrangements , coordinating events, handling logistics | | | | |
| Making decisions | | | | |
| Management , directing workers, helping an organization to meet its goals | | | | |
| Mediation , managing conflict | | | | |
| Monitoring , keeping track of data, people, or things | | | | |
| Motivation , inspiring, mobilizing people | | | | |
| Musical ability | | | | |
| Negotiation , bargaining for rights or advantages | | | | |
| Observation , studying, inspecting, examining | | | | |
| Organizing information | | | | |
| Outdoor activities | | | | |
| Perceiving intuitively , sensing, predicting | | | | |
| Planning, organization , defining goals, scheduling, developing projects | | | | |
| Plant cultivation , growing food, flowers, trees, lawns | | | | |
| Portraying images , sketching, drawing, illustration, animation, photography | | | | |
| Preparing food | | | | |
| Problem solving with people , enabling solutions | | | | |
| Production of crafts , shaping, stitching, weaving, printmaking, carving, etc. | | | | |
| Proofreading, editing , suggesting improvements in grammar , style and content | | | | |

| Skills | I am <u>very</u> good at this | I like this very much | I like this | It' s OK |
|---|-------------------------------|-----------------------|-------------|----------|
| Reading for information, learning facts | | | | |
| Reading for meaning, learning ideas, viewpoints | | | | |
| Repair or installation work, making objects or machines functional | | | | |
| Research, gathering information | | | | |
| Selling, persuading, raising money | | | | |
| Serving people, customer service, hospitality, personal service | | | | |
| Speaking in public, conveying ideas, informing, influencing | | | | |
| Staging shows, producing theatre, art exhibits, fashion or trade shows | | | | |
| Supervision, overseeing the work of others | | | | |
| Synthesizing, combining elements into a whole or new interpretation, concept or method | | | | |
| Teaching, training | | | | |
| Tending animals, feeding, sheltering, breeding, training, showing | | | | |
| Testing, measuring, checking | | | | |
| Transportation, driving, lifting, carrying, hauling | | | | |
| Treating, working as a health/mental health care provider | | | | |
| Using carpentry, building restoring | | | | |
| Using creativity, imagination, innovation | | | | |
| Using hand coordination, with tools or objects to accomplish tasks | | | | |
| Using initiative or foresight, taking action | | | | |

| Skills | I am <u>very</u> good at this | I like this very much | I like this | It' s OK |
|--|-------------------------------------|--------------------------|----------------|-------------|
| Using mechanical equipment or electronic devices , assembling, tuning, repairing | | | | |
| Using numbers for analysis or planning , spreadsheets, graphing, projections | | | | |
| Using physical coordination and agility , walking, running, climbing, jumping, balancing aiming, throwing, catching, etc. | | | | |
| Visualization , imagining possibilities | | | | |
| Working with plants | | | | |
| Writing , composing reports, letters, articles, ads, stories or educational materials | | | | |
| Other: | | | | |
| Other: | | | | |
| Other: | | | | |
| Other: | | | | |
| Other: | | | | |

PLEASE TURN THE PAGE AND FILL OUT THE SUMMARY



SUMMARY

▶▶ List the skills you checked as **very good at** and **like very much**:

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▶▶ List the skills you checked as **very good at** and **like**:

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