

**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. 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, categorizing, creating data systems				

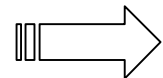
Skills	I am <u>very</u> good at this	I like this very much	I like this	It' s OK
<b>Composing music</b> , write and arrange music for voice or instruments				
<b>Creating</b> , making something new				
<b>Counseling</b> , advising, coaching, offering direction				
<b>Counting</b> , calculating, entering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

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

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

Skills	I am <u>very</u> good at this	I like this very much	I like this	It' s OK
<b>planning</b> , spreadsheets, graphing, projections				
<b>Using physical coordination and agility</b> , walking, running, climbing, jumping, balancing aiming, throwing, catching, etc.				
<b>Visualization</b> , imagining possibilities				
<b>Working with plants</b>				
<b>Writing</b> , 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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