

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				

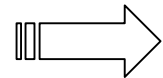
Skills	I am <u>very</u> good at this	I like this very much	I like this	It' s OK
systems				
Composing music , write and arrange music for voice or instruments				
Creating , making something new				
Counseling , advising, coaching, offering direction				
Counting , calculating, entering data accurately				
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 accurate information, using spreadsheets				

Skills	I am <u>very</u> good at this	I like this very much	I like this	It' s OK
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				
Reading for information , learning facts				
Reading for meaning , learning				

Skills	I am <u>very</u> good at this	I like this very much	I like this	It' s OK
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				
Using mechanical equipment or electronic devices , assembling, tuning, repairing				

Skills	I am <u>very</u> good at this	I like this very much	I like this	It' s OK
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**:

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