

Skills You Want to Use Inventory

Instructions: For each skill you will assess your level of experience on the left, and how much you enjoy the skill on your right.

No Skill	Good at	Excel in	SKILL	Delight in	Willing to	Dislike
			Instruct, Teach, or Train			
			Manage Multiple Tasks and Projects			
			Research Information			
			Plan, Organize, Schedule People/Projects			
			Budget, Calculate, or Project Future Earnings			
			Mediate disputes, or Arbitrate			
			Communication skills Writing/Speaking			
			Write Reports, Articles, Materials			
			Counsel, Advise, or Coach			
			Sell, Promote, or Market			
			Customer Service, Listening, Empathy			
			Teamwork, Collaboration, or Delegation			
			Creative, Innovative			
			Entertain, Perform, or Act			
			Art, or Photography			
			Operate, Construct, Assemble			
			Accounting, Budgets, or Data Management			
			Motivate, Recruit, or Engage			
			Build, Repair, Construct			
			Computer Programming, or Coding			
			Proofreading, Editing or Technical writing			

Skills You Want to Use Inventory

No Skill	Good at	Excel in	SKILL	Delight in	Willing to	Dislike
			Planning, Strategizing, or Decision-making			
			Direct, Delegate, Supervise			
			Negotiate Contracts, Rights, Responsibilities			
			Coordinate Events, Fairs, Activities			
			Interview for Information, or Hire			
			Analyze Quality, Validity, Proficiency			
			Develop New Practices, Products, Programs			
			Purchase or Maintain Equipment			
			Design Displays, Exhibits, Environments			
			Drive a vehicle for work			
			Patrol, Investigate, Monitor			
			Cultural Intelligence, Work with Diversity			

How to use the inventory:

1. Go to your favorite job search site and enter skills from both the Delight in and Excel in columns. Those are the skills you most want to use. Look for opportunities to use those skills.
2. Look for ways you can get more education, training, or experience in the "No Skill or Good at" and also "Delight in" columns to find more opportunities to do work you want to do.
3. Find ways to use skills you "Delight in" outside your paid work if you are not finding paid work opportunities for those skills or find jobs paid or unpaid where you can build experience in those skills you "Delight in".