



## Exercise #1

# Unique Abilities

- ▶ *Using the list of unique abilities provided on the following pages, cross out the ones that ARE NOT you.*
- ▶ *Next, from the remaining abilities, circle the TOP 10 that best describe you.*
- ▶ *Finally, narrow this TOP 10 list to your TOP 4, and write those abilities in the spaces below*

1

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2

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3

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4

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**GET STARTED**

*Choose from the unique abilities on the following pages.*





## Exercise #1, CONTINUED

# Unique Abilities

Ability to work under pressure	Budgeting	Conflict Resolution	Determination
Accuracy	Building new business	Confronting other people	Developing plans for projects
Adaptability	Business communications skills	Constructing buildings	Diplomacy skills
Administering medication	Business management skills	Consulting organizations	Goal setting
Advising people	Calculating data	Counseling people	Initiator
Analyzing data	Categorizing records	Creative thinking skills	Handling money
Analyzing problems	Checking for accuracy	Creating meaningful work	Identifying problems
Assembling equipment	Coaching skills	Critical thinking skills	Imagining innovative solutions
Attention to detail	Collaborating ideas	Customer service skills	Information management
Auditing financial data	Collecting items	Dealing with complaints	Inspecting buildings
Analytical Skills	Communicating with young or old people	Decision making skills	Inspecting equipment
Attention to details	Comparing results	Defining problems	Interacting with various people
Being thorough	Comprehending books or ideas	Delegating skills	Interpersonal communication skills
Brainstorming	Conducting interviews	Designing systems	Interpreting languages



## Exercise #1, CONTINUED

# Unique Abilities

Interviewing	Making important decisions	People management skills	Running meetings
Inventing products/ideas	Managing organizations	Performing clerical work	Sales ability
Investigating solutions	Managing people	Performing numerical analysis	Screening telephone calls
Knowledge of community	Mediating between people	Persuading others	Self-motivated
Knowledge of concepts and principles	Meeting deadlines	Planning meetings	Selling ideas
Knowledge of government affairs	Meeting new people	Planning organizational needs	Selling products or services
Leading teams	Motivating others	Predicting future trends	Serving people
Listening to people	Multi-tasking	Reporting data	Setting performance standards
Maintain focus with interruptions	Navigating politics	Researching	Setting up demonstrations
Maintaining a high level of productions	Negotiating skills	Resolving conflicts	Sketching charts or diagrams
Maintaining accurate records	Operating equipment	Resourcefulness	Strategic thinking
Maintaining emotional control under stress	Organizing files	Responsibility	Suggesting courses of action
Maintaining files	Organizing tasks	Results oriented	Summarizing data
Maintaining schedules or times	Patience	Risk taking	Supervising employees



## Exercise #1, CONTINUED

# Unique Abilities

Supervising operations	Verbal communication skills	Curiosity	Preparing written communications
Supporting others	Working creatively	Effort	Prioritization skills
Taking decisive action	Tracking personal finances	Flexibility	Displaying art
Taking initiative	Enforcing rules	Friendship	Finding missing information
Taking personal responsibility	Entertaining others	Initiative	Distributing products
Teaching skills	Estimating project workload	Integrity	Providing customer services
Team building	Evaluating programs	Organization	Encouraging people
Teamwork skills	Expressing feelings	Patience	Proposing ideas
Technical work	Following instructions	Perserverance	Effective study skills
Thinking logically	Gathering information	Problem solving	Effective listening skills
Time management skills	Expressing ideas	Responsibility	Product promotion
Training skills	Caring	Sense of humor	Editing
Translating words	Common sense	Baking	Problem solving skills
Using computers	Cooperation	Cooking	Dramatizing ideas

