

SKILLS REFLECTION
CAREER & LEADERSHIP DEVELOPMENT CENTER

NAME:

DATE:

WHY SKILLS? Skills are the abilities you develop over time from practice, experience, and sometimes natural talent. Thinking about your skills can help your career development process by ensuring that your skills align with your academic and career goals.

PART ONE INSTRUCTIONS: For each skill you will check two boxes. Check one box for how much you enjoy using the skill and another box for your skill level. It is possible to be very good at something and hate doing it and also be not so good at something but really enjoying it. The goal of this exercise is to reflect on your ability in different skill areas, combined with the feelings you have when using the skill. This reflection can help you assess the talents you have that align with what you most enjoy doing.

SKILL AREAS	LOVE USING	GREAT SKILL	OK USING	GOOD SKILL	AVOID USING	LOW SKILL
Adaptable to Change						
Advocating for Change						
Artistic Endeavors						
Being Part of a Team						
Brainstorming						
Coordinating Events						
Critical Thinking						
Cultivating Relationships						
Cultural Competency						
Customer Service						
Demonstrating Inclusivity						
Hands-On Work						
Leading a Team						
Listening						
Managing Money						
Negotiating						
Organizing Data						
Persuading Others						
Problem Solving						
Resolving Conflict						
Self-Awareness						
Sense of Humor						
Teaching Others						
Time Management						
Trying New Things						
Understanding Feelings						
Verbal Communication						
Written Communication						

PART TWO INSTRUCTIONS: From the list on the front, narrow your list to the top skills you enjoy using and in which you have high ability. These are the five skills you enjoy using and feel confident demonstrating.

1. _____
2. _____
3. _____
4. _____
5. _____

PART THREE INSTRUCTIONS: Review the reflection questions below with a small group or individually. Discuss and/or write down your response to each of the prompts.

- ✓ What themes do you share among your top five skills?

- ✓ Are there major differences between what you enjoy and your natural talents?

- ✓ How do you use these top five skills in your day-to-day life?

- ✓ How have these skills shaped your career path? Which of your skills feel most important for your career?

WHAT NOW? Working with a coach in the Career & Leadership Development Center can help you plan your campus experiences to align with your skills and career goals. Coaching can be beneficial for any career related topic including picking a major, connecting your major to career paths, and preparing for a successful internship search.

CAREER & LEADERSHIP DEVELOPMENT CENTER (CLDC)

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Career Tools Resources: ohiouniversitycareertools.campuscareerinnovations.com

Skills activity concept adapted from the Knowdell Motivated Skills Card Sort