

Identifying Your Skills

We each have a number of skills, strengths and talents that can be harnessed, however, we often find it hard to identify what these are and to articulate these to others.

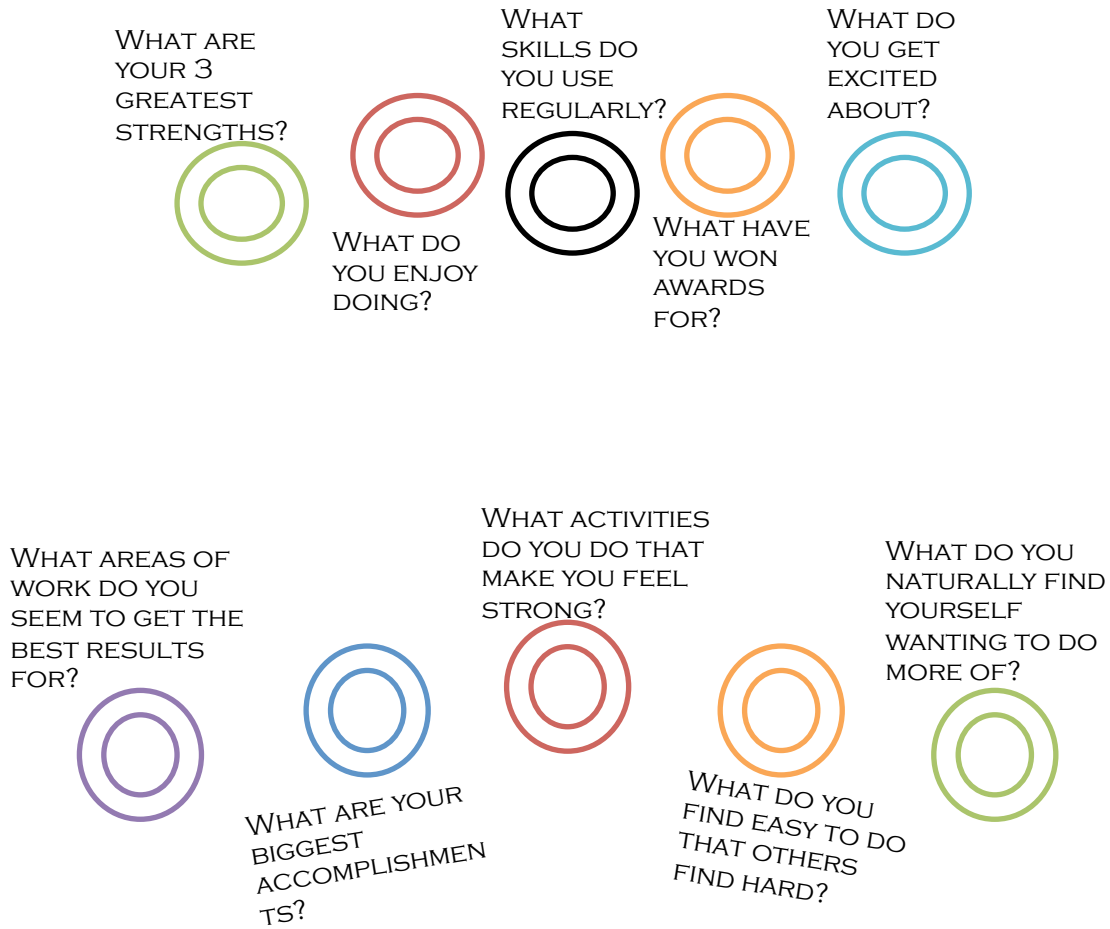
This workbook can help you to become more aware of your skills by keeping track of your findings from carefully selected people within your close network. Sometimes the best way to identify our skills is to ask others.

We will take you through 5 key questions to help you to identify what you are good at:

- 1. What skills and strengths do you think you have?**
- 2. What would other people say?**
- 3. What do others really think you're good at?**
- 4. What does this mean?**
- 5. How can I use these skills going forward?**

Question 1: What skills and strengths do you think you have?

Try to think creatively and comprehensively about the things that you are good at. Take a look at the various questions below and use these to create a list of your skills and strengths.

A collection of 10 questions, each accompanied by a double-circle graphic in a different color. The questions are arranged in two rows of five. The first row contains: "WHAT ARE YOUR 3 GREATEST STRENGTHS?" (green circles), "WHAT DO YOU ENJOY DOING?" (red circles), "WHAT SKILLS DO YOU USE REGULARLY?" (black circles), "WHAT HAVE YOU WON AWARDS FOR?" (orange circles), and "WHAT DO YOU GET EXCITED ABOUT?" (blue circles). The second row contains: "WHAT AREAS OF WORK DO YOU SEEM TO GET THE BEST RESULTS FOR?" (purple circles), "WHAT ARE YOUR BIGGEST ACCOMPLISHMENTS?" (blue circles), "WHAT ACTIVITIES DO YOU DO THAT MAKE YOU FEEL STRONG?" (red circles), "WHAT DO YOU FIND EASY TO DO THAT OTHERS FIND HARD?" (orange circles), and "WHAT DO YOU NATURALLY FIND YOURSELF WANTING TO DO MORE OF?" (green circles).

Question 2: What would other people say?

Have a think about what people who know you well would say you're good at. Fill in the table below with the name of the person you're thinking of and what you think they'd say about you.

Name	Skill / Strength

Questions that may help with this process:

- *Has anyone commented positively on your work recently?*
- *Has anyone asked you for advice or help?*
- *What would your boss say you are good at?*
- *What would your former boss say you are good at?*
- *What would your partner say?*
- *What would your teachers say?*
- *What would others say makes you stand out?*

Question 3: What do others really think you're good at?

Identify a couple of people that you can ask about yourself. Choose at least 4 people:

- ✓ 2 being family or friends
- ✓ 2 being current or former colleagues

Ask each person to sit down with you and ask them to give you some of their honest thoughts on the following questions. Make a note of the responses to these questions and any others that may occur to you.

A vertical list of six questions, each presented in a colored bar with a circular icon to its left. The questions are: 1. What do they think you enjoy doing? (purple bar, white circle icon) 2. What have they seen you being good at? (blue bar, white circle icon) 3. What are you brilliant at? (teal bar, white circle icon) 4. What do they think you find easy to do? (red bar, white circle icon) 5. What have you done that seemed impressive? (orange bar, white circle icon) 6. What do they rate as your top strengths or talents? (green bar, white circle icon)

Keep track of your notes here:

NAME 1:

RESPONSE 1:

NAME 2:

RESPONSE 2:

NAME 3:

RESPONSE 3:

NAME 4:

RESPONSE 4:

Question 4: What does this mean?

Have you noticed anything from the exercises above so far?

How many strengths and skills do you think you've captured here?

Are there any others that haven't been mentioned yet?

Are there any things that you used to be good at but haven't had the chance to do recently?

Which skills are being used most often and which ones aren't?

How do these skills and talents, relate to the roles you've had at work?

Are you using all of your talents effectively?

Question 5: How can I use these skills going forward?

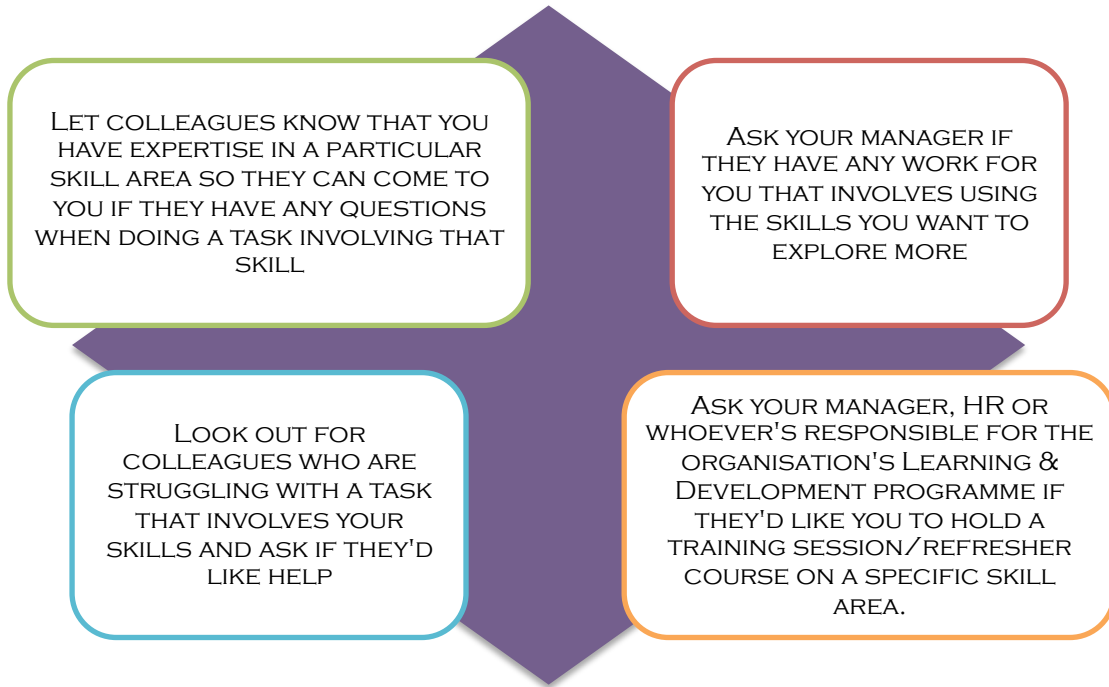
It is quite normal to find that not all of your skills and talents are being fully utilised at work. Identify which skills are part of your current role or business and then make a list of those that aren't.

Now you may want to think about what initial steps you may want to take in order to incorporate these 'lost' skills into your work and business.

Have a think about these questions:

- What can you do to use these skills?
- How would you go about that in your current job?

Some ideas and examples of next steps could include doing some of the following:



Now create your own action plan for the skill(s) that you'd like to do more of using the table below:

Skill	Actions

Continued...

Skill	Actions

Don't worry if you don't have all of the answers straight away. You may want to seek help and go back to the people you spoke to earlier on in the exercise to see if they can help you to brainstorm this further.

You can also repeat Question 3 with different sets of people for more input around your skills if you wish to build this out even more.

We hope that by working through this workbook, you will come to discover many skills that you didn't realise that you had or really appreciated before. We hope that by completing these exercises and through answering the questions posed, you will begin to feel more confident about your unique skillset.

This workbook has been designed by career experts at Position Ignition Ltd.

*For more information or support for your career dilemma visit:
www.positionignition.com or email enquiries@positionignition.com to request a no obligation free initial phone consultation.*