

# Skills Inventory/Report Card

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Rankings are based on self-assessment, using the common A–F grading system.

## Self-Management Skills

C-	Alert	
C-	Ambitious	
D	Assertive	
A	Authentic (“real”)	
C-	Calm	
B	Careful	
B	Cautious	
	Cheerful	Moody, especially if overworked/stressed.
	Conforming	Can conform when necessary, but it can be uncomfortable.
C	Cooperative	
C	Determined	
A	Dependable	Except when struggling with a bout of mental illness.
C-	Diplomatic	
	Dynamic (high-energy)	Depends on mood
C-	Easy-going	Can be, but often high-strung
	Enthusiastic	Depends on topic
A+	Ethical	
Mixed	Fast	Works quickly on physical tasks, but slow/methodical on others
C-	Flexible	
C+	Friendly	
A-	Hard-working	
B	Helpful	
A	Honest	
C	Humerous	
B	Independent	
B	Kind	
C	Loyal	
B	Mature	
B	Motivated	
C-	Optimistic	
B	Orderly	
C	Patient	
C	Persistent	
D	Poised	
C	Polite	Try to be, but screw it up too often.
B	Prompt	
D+	Resilient	
B	Responsible	
C	Self-controlled	

D	Self-confident	
C	Sincere	
C	Spontaneous	
C	Strong-willed	
C-	Tactful	
A	Thrifty	Which means spending money on good tools when needed.
B+	Tolerant	
A	Trustworthy	
A/C-	Versatile	Within learned skills, yes; but not with social skills

**Mechanical/Technical Skills**

B+	Assemble/Install	
B-	Construct/Build	
B+	Fabricate (design and create)	
B+	Fix/Repair	
B	Reason mechanically	
NX	Work with animals	No experience
A-	Use hand tools	
C+	Operate machinery & equipment	Limited experience
B+	Drive vehicles	Cars=A, box truck=B, articulating=NX
LX/LI	Landscape/Garden	Limited experience, limited interest
B+	Possess physical stamina	Limits if worked hard, day after day
A	Labor outdoors	
A	Use hands well	

**Analytical/Problem solving skills**

A	Analyze/Diagnose	
A	Research/Investigate	
A	Interpret data	
A	Classify/Organize	
A	Evaluate/Assess	
B+	Write scientifically or technically	
A	Make logical decisions	
A	Analyze finances	
B	Reason mathematically	Good, but not a mathematician
A	Use facts	
B	Prioritize	Indecisive if there's no rhyme/reason for prioritization.
A	Put things into logical order	
B+	Explore scientifically	
B+	Use rational reasoning	

**Innovative/Original Skills**

C	Use imagination to create	
B	Design graphically	
C	Use intuition	But tend not to trust it.
D	Design programs/events	
D	Originate ideas	

Sheet1

B+	Put ideas together/fabricate	
C	Act/Perform	
C	Write creatively	Requires muse, which is unreliable.
C	Brainstorm	
D	Have artistic sense	
B..A	Have a craftsman's sense	
C-	Draw/Design artistically	
C	Move creatively/Dance/Mime	
C+	Innovate/Invent something new	From scratch, no; assembling from other ideas, yes.
F	Compose music, songs, lyrics	

**Social/Interpersonal skills**

B	Listen skillfully	Have trouble focusing when worried/distracted.
C-	Develop rapport, understanding	
D	Counsel/Guide/Mentor	
D	Draw people out/interview	
D	Instruct/Train/Educate	
C-	Put others at ease	
C-	Faciliate groups	
A/C-	Communicate with tact	Written: A, but slow; Verbal: C-.
C-	Serve/Respond Advise	Gets flustered/tongue-tied in conversation. Depends on subject matter. Lead me, or grant me authority and follow me. Otherwise, grr.
C	Cooperate with others	Can if relaxed and calm.
C	Show warmth and caring	
C	Support & cooperate	
C-	Heal/Nurse/Nurture/Care	

**Managing/Influencing skills**

D	Administer programs or resources	
F	Direct/Supervise	
C	Make business decisions	
C-	Negotiate with others or groups	
F	Sell/Persuade	
F	Convince through force of personality	
C-	Oversee programs, projects, activities	
D+	Organize/Set goals	My own, sure, Others—no.
C-	Undertake entrepreneurial activities	
C-	Organize and manage activities	
D	Exercise leadership in a group	
D	Take risks in public	
D	Negotiate deals or transactions	
D-	Coordinate people and activities	

Sheet1

**Detail/Data skills**

B+	Work with numerical data	
C+	Proofread/Edit	
B	Inspect/Examine/Inventory	
C+	Type/Word process	
C+	Follow directions accurately	Slow
B	Be careful and accurate	Slow
C+	Do math quickly and accurately	Use a goddamn spreadsheet
C-	Schedule/Organize events	
C	Complete details on schedule	
	Keep track of data or	
B-	numbers/Accounting	
B	Categorize/Sort	
B	Remember numbers or specific facts	
C	Attend to details	
B	File/Classify/Record/Retrieve	

**Learning Skills**

A	Learn formally (classroom/demo)	Slightly slow
A	Knowledge retention	
B-	Apply knowledge outside the box	Develops over time.
D	Learn informally (unspoken skills)	May not learn or learns very slowly.
B+	Connects concepts together.	

**Other Characteristics**

Work-style preference	Goal-oriented
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