

MY ABILITIES & SKILLS

NAME: _____

ADDRESS: _____

EMAIL: _____

PHONE NO: _____

WHAT ARE MY NATURAL ABILITIES?

Look over the following list and place an X in front of those abilities that you feel best match your own.

- Musical ability:** To sing or play an instrument with competence
- Clerical ability:** to handle general office work with enthusiasm
- Researching ability:** to read, gather information, collect data
- Artistic ability:** to conceptualize, picture, draw, paint, or photograph
- Graphics ability:** to lay out, design, create visual displays or banners
- Evaluating ability:** to analyze data and draw accurate conclusions
- Planning ability:** to strategize, design and organize programs and events
- Managing ability:** to supervise people to accomplish a task or event
- Counseling ability:** to listen, encourage and guide with sensitivity
- Writing ability:** to write articles, letters, books
- Editing ability:** to proofread or rewrite
- Promoting ability:** to advertise or promote events and activities
- Repairing ability:** to fix, store, maintain
- Mechanical ability:** to operate equipment, tools or machinery
- Public Relations ability:** to relate to others and handle complaints with courtesy
- Composing ability:** to write music or lyrics
- Landscaping ability:** to do gardening and work with plants
- Decorating ability:** to beautify a setting or room tastefully
- Carpentry ability:** to build from wood, metal or other materials
- Childcare ability:** to care for children with gentleness and joy
- Other:** _____
- Other:** _____

FIFTY SPECIALIZED ABILITIES

ABILITY	LOVE IT	LIKE IT	COULD LIVE WITHOUT IT
1. Adapting: The ability to adjust, change, alter modify			
2. Administering: The ability to govern, run, rule			
3. Analyzing: The ability to examine, investigate, probe, evaluate			
4. Building: The ability to construct, make, assemble			
5. Coaching: The ability to prepare, instruct, train, equip, develop			
6. Communicating: The ability to share, convey, impart			
7. Computing: The ability to add, estimate, total, calculate			
8. Connecting: The ability to link, involve, relate			
9. Consulting: The ability to advise, discuss, confer			
10. Cooking: The ability to prepare, serve, feed, or cater			
11. Coordinating: The ability to organize, match, harmonize			
12. Counseling: The ability to guide, advise, support, listen or care for			
13. Competing: The ability to contend, win, battle			
14. Decorating: The ability to beautify, enhance, adorn			
15. Designing: The ability to draw, create, picture, outline			
16. Developing: The ability to expand, grow, advance, increase			
17. Directing: The ability to aim, oversee, manage, supervise			
18. Editing: The ability to correct, amend, alter, improve			
19. Encouraging: The ability to cheer, inspire, support			
20. Engineering: The ability to construct, design, plan			
21. Facilitating: The ability to help, aid, assist, make possible			
22. Forecasting: The ability to predict, calculate, see trends, patterns, and themes.			
23. Implementing: The ability to apply, execute, make happen			
24. Improving: The ability to better, enhance, further, enrich			
25. Influencing: The ability to effect, sway, shape, change			
26. Landscaping: The ability to garden, plant, improve			
27. Leading: The ability to pave the way, direct, excel, win			
28. Learning: The ability to study, gather, understand, improve, expand self			
29. Managing: The ability to run, handle, oversee			
30. Mentoring: The ability to advise, guide, teach			
31. Motivating: The ability to provoke, induce, prompt			
32. Negotiating: The ability to discuss, consult, settle			
33. Operating: The ability to run mechanical or technical things			
34. Organizing: The ability to simplify, arrange, fix, classify, coordinate			
35. Performing: The ability to sing, speak, play an instrument, act out			
36. Pioneering: The ability to bring about something new, ground-breaking, original			
37. Planning: The ability to arrange, map out, prepare			
38. Promoting: The ability to sell, sponsor, endorse, showcase			
39. Recruiting: The ability to draft, enlist, hire, engage			
40. Repairing: The ability to fix, mend, restore, heal			
41. Researching: The ability to seek, gather, examine, study			
42. Resourcing: The ability to furnish, provide, deliver			
43. Serving: The ability to help, assist, fulfill			
44. Strategizing: The ability to think ahead, calculate, scheme			
45. Teaching: The ability to explain, demonstrate, tutor			
46. Translating: The ability to interpret, decode, explain, speak			
47. Traveling: The ability to journey, visit, explore			
48. Visualizing: The ability to picture, imagine, envision, dream, conceptualize			
49. Welcoming: The ability to entertain, greet, embrace, make comfortable			
50. Writing: The ability to compose, create, record			