

Skill Card Sort

Instructions and Action Steps

Many find it difficult to identify their skills. We often:

- Discount or minimize what we are good at
- Don't think of what we do well as actually being a valuable skill
- Assume everyone else can do it
- Are overly critical of ourselves

Identifying your skills, as well as being able to articulate how you have used them, is helpful in both clarifying what sort of lifework might be a good fit, as well as marketing yourself while networking and during interviews.

Use this exercise to clarify your skills. Rate the 42 skills according to how much the skill energizes you by "dragging" each card to the one of the following categories:

- Energizes Me
- Has Little or No Effect
- Depletes Me

Only **five** skills can receive the top rating "Energizes Me" in order to help you identify your preferred skills.

Create a new card if an important skill is not represented for you. Be sure to define what the skill(s) means to you.

Print this page first so you have a copy of the Action Steps below. When you have finished the online card sort, print the list of your top five skills.

To use the online skill card sort, please return to the Career and Lifework Planning Services homepage at www.cce.umn.edu/career or copy the card sort address into your Web browser: <http://oca/cce/umn.edu/prototypes/cardsorts/skills>.

Action Steps

1. Identify several examples of when you have used each of your top five skills. Doing so is great preparation for interviews in which you are often asked to give examples.
2. Rate how much you get to use each of your top five skills. Use a five-point rating scale (e.g., 1 = Never, 2 = Rarely, 3 = Sometimes, 4 = Frequently, 5 = Very frequently), or come up with your own rating system.



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