

Motivated Skills Inventory

All of us have things that we're good at. These things (or skills) come from a variety of sources that include, but are not limited to: natural ability and aptitudes, formal education, training and professional development, work experiences, volunteer service and leisure activities.

Your skills can be "technical" (e.g., management, accounting, finance, marketing, human resources, engineering or teaching). They also could be "soft" skills (e.g., time management, communication, problem-solving, critical thinking, multi-tasking or working well in groups).

Below you will find a listing of skills. It is not meant to be all-inclusive; no list of skills can be. Place a check next to each skill that you believe you currently possess and you enjoy doing; place two checks next to each skill that you may not possess, but you have an interest in developing. These will represent your current and potential "motivated" skills.

In thinking about the below list, consider the following questions:

- What tasks attract you? Think of the types of jobs that you look forward to; that you'd find some way to do even if you weren't paid.
- In which tasks do you lose yourself? When you're involved in certain tasks, do you forget what time it is and how long you've been working? These will usually be the jobs that use your skills the best.
- What do you learn quickly? You probably struggle with mastering some skills, but others you pick up effortlessly. That's because you have some natural talent and a deep desire to learn more.
- What do other people ask for your help with, or tell you you're good at? Think about the jobs you're assigned, the favors people ask of you, and what people compliment you on. They wouldn't come to you, or provide you with positive feedback, if you weren't good in those areas.
- Where do you succeed? Take a look at the tasks you've done best (your accomplishments and achievements); they'll be indicative of your most important skills.

Your “Motivated” Skills

- ___ Accounting functions such as preparing taxes or analyzing financial records (C)
- ___ Acting or performing on stage (A)
- ___ Advertising products or services (A/E)
- ___ Advising others to help them with a problem or situation (S)
- ___ Analyzing data or numbers to draw a specific conclusion (C/I)
- ___ Artistic expression, such as drawing, painting, sculpture or writing (A)
- ___ Assembling, repairing or networking computers and electronics (R)
- ___ Athletics, including playing, coaching or managing sports (R)
- ___ Attending to things with great attention to detail and precision (C)
- ___ Building or repairing things (R)
- ___ Building and nurturing human relationships (S)
- ___ Caring for animals (R)
- ___ Caring for the physical or emotional needs of others (S)
- ___ Collecting and organizing data (C/I)
- ___ Composing or playing music (A)
- ___ Conducting financial analysis (C)
- ___ Conducting research (I)
- ___ Cooking and planning menus (A)
- ___ Collaborating with others on projects (S)
- ___ Counseling or guiding others with an area of difficulty (S)
- ___ Creating visual art, such as pictures, paintings or pottery (A)
- ___ Debating concepts or ideas with others (E)

- ___ Decorating or designing a home, office or building (A)
- ___ Designing advertisements, brochures, invitations, or other related documents (A)
- ___ Developing and managing a budget (C)
- ___ Developing or refining websites (C)
- ___ Diagnosing and fixing computer problems (R)
- ___ Doing mechanical drafting (R)
- ___ Doing things that require physical coordination and balance (R)
- ___ Editing documents for spelling, grammar, sentence structure and flow (A)
- ___ Effectively and efficiently getting things done (C)
- ___ Farming, agribusiness, horticulture or forestry (R)
- ___ Finance activities such as banking, investing or financial planning (C)
- ___ Fixing things of a mechanical nature (R)
- ___ Handling emergency situations (R)
- ___ Helping and encouraging others in a time of need (S)
- ___ Influencing or persuading others to see a certain point of view (E)
- ___ Landscaping or gardening (R)
- ___ Leading groups or teams towards high performance (E)
- ___ Listening to others (S)
- ___ Making speeches or presentations (E)
- ___ Managing an office (C)
- ___ Managing large amounts of data (C)
- ___ Managing people (E)
- ___ Managing small or large projects (E)

- ___ Marketing or promoting products or services (E)
- ___ Mechanical ingenuity and dexterity (R)
- ___ Mentoring others to help stimulate personal or professional growth (S)
- ___ Operating computers or other electronic equipment (C)
- ___ Operating machines or heavy equipment (R)
- ___ Organizing data or keeping records (C)
- ___ Organizing or planning events (E)
- ___ Performing engineering tasks, including civil, electrical and mechanical (R)
- ___ Performing intellectually challenging tasks (I)
- ___ Performing manual or physical labor (R)
- ___ Performing math, such as algebra, calculus, geometry and statistics (I)
- ___ Photography, including taking, developing and displaying photos (A)
- ___ Political debates, campaigns and other related activities (E)
- ___ Producing tangible results (R/C)
- ___ Providing safety and security to people or things (R)
- ___ Public speaking (E)
- ___ Scientific investigation (I)
- ___ Sciences, such as biology, chemistry, geology, physics or physics (I)
- ___ Self-expression (A)
- ___ Selling or purchasing products or services (E)
- ___ Setting up procedures or systems (C)
- ___ Solving abstract problems (I)
- ___ Solving concrete problems (R/C)

- ___ Solving mechanical problems (R)
- ___ Solving people problems (S)
- ___ Teaching, training or instructing others (S)
- ___ Understanding others in a compassionate and empathetic way (S)
- ___ Using creativity to get something done or to solve a problem (A)
- ___ Using tools or machinery (R)
- ___ Using verbal communication (E/S)
- ___ Working in teams to achieve a goal (S)
- ___ Working independently to get something done (I)
- ___ Working with computerized information systems (C)
- ___ Working with computer networks (C)
- ___ Working with information of a factual nature (I/C)
- ___ Working with legal documents or issues (E)
- ___ Working on environmental issues (R)
- ___ Writing business reports (C)
- ___ Writing and managing grants (C)
- ___ Writing articles, stories or poetry (A)
- ___ Writing technical documents such as "how to" manuals (C/I)

If there are other "motivated" skills you possess or would like to possess, but you didn't find them on this list, feel free to note those skills below.

Of all the current and potential “motivated” skills you identified, list the twelve (12) skills you’re interested in using most in regard to your career. List them in order of importance, with one (1) being the most important.

- 1.) _____
- 2.) _____
- 3.) _____
- 4.) _____
- 5.) _____
- 6.) _____
- 7.) _____
- 8.) _____
- 9.) _____
- 10.) _____
- 11.) _____
- 12.) _____

Your Name (please print): _____

Today’s Date: _____

Next Steps

Contact Clarkson University Career Center, to schedule an appointment to discuss your answers and how they may help lead you to a productive and meaningful career.

Note: Career assessments, both formal and informal, do not provide magical answers regarding career choice. Career decision-making is often a complex puzzle, where multiple pieces need to come together to form a complete and clear picture. This career exercise represents one puzzle piece and is not intended to provide a complete picture of your career future.