

ACTIVITY

Identify Your Self-Management Skills

This activity will help you identify your self-management skills. Remember to be honest with yourself.

GOOD-WORKER TRAITS



List three things about yourself that, in your opinion, make you a good worker.

1. _____
2. _____
3. _____

SELF-MANAGEMENT SKILLS CHECKLIST

Check all the skills that apply to you. Be sure you can prove your skills with specific examples.

Key Skills

All employers highly value the following skills. They often won't hire a person who does not have most or all of these skills:

- | | |
|--|---|
| <input type="checkbox"/> Able to coordinate | <input type="checkbox"/> Have good attendance |
| <input type="checkbox"/> Technology/computer savvy | <input type="checkbox"/> Have positive attitude |
| <input type="checkbox"/> Dependable | <input type="checkbox"/> Hard working |
| <input type="checkbox"/> Able to follow instructions | <input type="checkbox"/> Honest |
| <input type="checkbox"/> Get along with coworkers | <input type="checkbox"/> Able to meet deadlines |
| <input type="checkbox"/> Get along with supervisor | <input type="checkbox"/> Punctual |

Other Self-Management Skills

- | | |
|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Adaptive | <input type="checkbox"/> Capable |
| <input type="checkbox"/> Adventurous | <input type="checkbox"/> Careful |
| <input type="checkbox"/> Ambitious | <input type="checkbox"/> Cheerful |
| <input type="checkbox"/> Assertive | <input type="checkbox"/> Competent |