

Self-Management Skills

What Do You Have Going for you Now?

Inventory your Skills

Skills come in a variety of forms. We all have them! Skills are things that we do well that are important to let selection committees, prospective employers, or school administration officers know about as you pursue your next steps.

We recommend learning how to pinpoint your skills—honestly and quickly—when you are asked, and to be able to back up your claims with examples of when you used them to accomplish something meaningful.

Because different skills are useful in different settings, it's good to get an idea of all the skills now in your possession.

It is also good to know which skill you would like to work on, so that you can develop a strategy to do so! Which skills do you lack that are necessary for succeeding in your next steps?

Whether you are a new or an experienced professional, you've got at least two kinds of skills: **Self-management and transferable.**

Think about the self-management skills that you have used in school, volunteering, paid employment, and other social activities, such as church and extracurricular activities you may be involved in.