

North Central Career Development Center
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ANALYSIS OF SKILLS

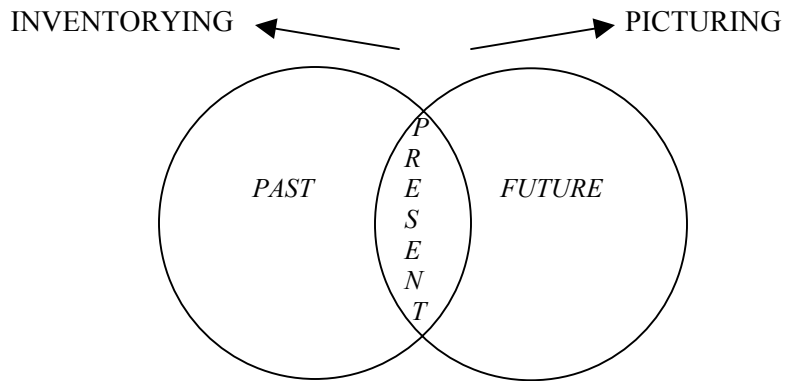
Getting in Touch with Accomplishments

Name _____

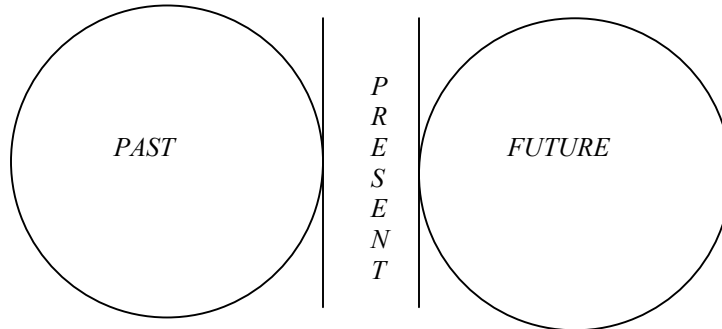
Date _____

In order for you to most clearly picture the future and make choices in the present, it is important to inventory the past. Many persons neglect to draw from their immediate past experiences and accomplishments in order to determine how they are already in some very significant ways prepared for future career options.

A helpful way to view the past:



An unhelpful way to view the past:



These worksheets are designed to help you to get in touch with past accomplishments and gain an overview of your life in terms of significant achievements. As you list your accomplishments, choose those where you were active and exercised some initiative. They are not to be things that you passively received, but achievements that you actively brought about through effort on your own part. Proceed with one page at a time. It will probably be best if you do not anticipate what is coming next and thus mentally short-cut the process.

Arrange your list of 25 accomplishments in the categories below. Enter additional accomplishments as they come to mind.

Family Life and Personal

Avocational and Recreational

Job/Profession

Academic

Community Activities

As you begin your skill analysis, your task will be to choose significant achievements in which you were active and accomplished something satisfying. You will need to write specifically what you did and how you did it.

From your list of significant accomplishments, choose the *five* most important ones – those that will be most helpful to you in analyzing your skills. If you find it difficult to identify significant accomplishments, think in terms of things you have done that you very much enjoyed.

TOP FIVE ACCOMPLISHMENTS

1. _____

2. _____

3. _____

4. _____

5. _____

Use the attached sheets to describe specifically what you did and how you did it. Continue on the back side of each sheet, if necessary. As you write, keep in mind what skills and strengths you used. (On the last page, you will be asked to list these skills and strengths according to the definition provided).

Significant Achievement # _____ **Title** _____

Describe the achievements as concretely and specifically as possible so that you can see clearly what it was you really did. Use back of sheet if necessary.

Significant Achievement # _____ **Title** _____

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Significant Achievement # _____ **Title** _____

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Significant Achievement # _____ **Title** _____

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Significant Achievement # _____ **Title** _____

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