

Exercise 6

Identifying Skills by Analyzing Accomplishments

Do Part A of this exercise first. The worksheet appears on the following page.

A. On the following page list 4 accomplishments, work or nonwork, that you feel are significant (example: designed and built home). List accomplishments significant to you; some will be less earth-shattering than others (another example: repaired office typewriter).

A good definition of an accomplishment is "an experience which gives you this combination of feelings: you feel you have done something well (what others may think of it doesn't count); you have enjoyed doing it; you are proud of what you have done."**

B. Analyze each accomplishment you listed for the skills required to produce the result. Find your skills by asking yourself, "What did I do to achieve this accomplishment?" Each accomplishment should have at least 5 skills associated with it. Identify the main ones. For example, designing and building a house might require:

- 1) visualizing/conceptualizing
- 2) planning/using foresight
- 3) budgeting
- 4) physical ability/dexterity
- 5) persistence

just to name a few. On page 40 is a sample list of skills that will be useful in completing this exercise.

* Bernard Haldane, *How to Make a Habit of Success*, Warner Books, New York, 1975.

Identifying Skills by Analyzing Accomplishments

1. A. Accomplishment: _____ 2. A. Accomplishment: _____

B. Skills needed: _____

B. Skills needed: _____

3. A. Accomplishment: _____

4. A. Accomplishment: _____

B. Skills needed: _____

B. Skills needed: _____

Now go back through all the skills you have identified through this exercise and choose the top 10. Be sure to include skills that you have listed more than once and skills you are particularly proud of or enjoy doing.

1. _____ 6. _____
2. _____ 7. _____
3. _____ 8. _____
4. _____ 9. _____
5. _____ 10. _____