



The first step to effective career management, leading to greater career satisfaction, is taking an honest look at yourself and where you are right now. You can type out your answers and save it to your computer to share with a Career Coach in an appointment, but you can also refer back to this sheet to see how your skills, interests, and values progress over your career.

## SKILLS & STRENGTHS

- What are your 3 greatest strengths?

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- What does your boss (or former boss) say you do well?

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- What do your colleagues and peers say you do well?

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- In groups, what strengths do you bring to the team? What role(s) do you play?

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- List your personality skills or "soft skills."

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- What skills have you learned from professional experiences?

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- What skills have you learned from your academic coursework?

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- What comes naturally to you when you do work?

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- What unique skills do you have? (Language, computer, hobby, etc.)

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## INTERESTS

- What do you find to be fun and energizing?

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- What do you like to read about?

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- What kinds of activities give you a sense of satisfaction and fulfillment?

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- What organizations do you admire? Why?

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- Who are people you most admire and what qualities do you want to emulate?

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- What courses and subject areas do you enjoy?

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- What jobs have you held? What did you like or dislike about them?

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- What topics and ideas challenge and inspire you?

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- What unique skills do you have? (Language, computer, hobby, etc.)

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## VALUES

- What is important to you in the environment you work in?

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- What do you believe about leadership at work?

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- What role do you like to play at work?

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- What missions or causes are you passionate about?

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- What type of company/organization could you not work for?

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- How important to you is the location of your work?

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- How much of a commute are you willing to have to work? How does cost of living factor into that?

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- How often do you want to travel for work? Weekly? Monthly? Quarterly? Annually? None? Why?

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- What is the most important to you about the work you do?

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Take a short [values inventory found on Monster.com](#) or on [ACT profile](#).

## REFLECT

Use the below text box to write a few sentences or blank space to draw a word-cloud about your skills, interests, and values based on your answers. What patterns and themes do you see?

Schedule an appointment with a [Career Coach](#) to discuss your answers and continue the exploration discussion. Coaches also have other resources to further self-exploration and insight.