



# MICRO-SKILLS WORKSHEET

Name \_\_\_\_\_ Advisor \_\_\_\_\_ Graduating Class \_\_\_\_\_

This worksheet is designed to help you identify the skills you now have and to decide which ones you would most enjoy using in your future career. The computer will then match your skills to a variety of occupations.

1. Spread the four header cards across your desk space.
  - a) Place them in order of Very Satisfying, Moderately Satisfying, Somewhat Satisfying and Not Satisfying.
2. After reading each individual skill, ask yourself two questions:
  - a) Do I have this skill? (Think about if you have really used this skill before)
  - b) If yes, do I like to use this skill? (How satisfying is it to use this skill?)
3. Place the card under the appropriate heading.
  - a) Continue with this task until all cards are in one of the four stacks. Remember to be honest with yourself!
4. The next step is focusing.
  - a) Begin by selecting the 5 most important satisfying skills from the *Very Satisfying* stack.
  - b) Next take whatever cards are left over from the *Very Satisfying* stack and place them on the *Moderately Satisfying* stack of cards.
  - c) Now select the 10 most important satisfying skills from the *Moderately Satisfying* stack and place the left over skills on the *Somewhat Satisfying* stack.
  - d) Select 20 skills from the *Somewhat Satisfying* stack and place what is left over in the remaining stack of *Not Satisfying* skills.
5. Finally, write the skill number from each card on the lines provided below.

## SKILLS RECORD

Very Satisfying Skills:

\_\_\_\_\_

Moderately Satisfying

\_\_\_\_\_

Somewhat Satisfying Skills

\_\_\_\_\_

\_\_\_\_\_

Please list 3 potential careers you have thought of pursuing for your future:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_