

MOTIVATED SKILLS

Self-Assessment

It's essential for you to understand what sort of tasks that you genuinely enjoy, the ones you're OK with and the tasks that you don't like doing at all. We're not talking about how well you can perform any of these tasks. Take MS Excel as an example, you might like using the application and all, but you might need to study some advanced formulas and macros in order to use it in a more sophisticated way.

Tasks Breakdown:

Sit down with a clear mind and a clear paper and a pen. Start with listing your daily tasks in your job/s within the past 2-1 years. Then, write down,

- Activities you've been involved in your job.
- For each activity, break down your tasks. Don't disregard anything!
- Consider each skill needed to complete every single task.

Activity/Job: Project Coordinator

Tasks:

- Planning for upcoming activities in certain projects
- Monitoring current projects activities
- Communicating with all stakeholders ensuring proper alignment
- Analysing current processes and final outcomes of each project
- Writing reports for each project flow, gains, shortcomings, lesson learned and recommendations.

Skills Needed:

- Risk Management
- High attention to details
- Communication skills
- Communication (verbal and written)
- Analytical skills
- Business writing

What's next?

Now you have a comprehensive list of all the tasks and skill you've used or are still using. You can now start by organizing them based on how much you've enjoyed this specific task, consequently that specific skill. After listing them, it's time to start brainstorming career options that will let you utilize your most enjoyable skills. Use career exploration resources to learn about what skills are required for different professions. Are there particular skills that you would like to use frequently? Are there others that you would like to use less often?

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