

## Personal Inventory

*Gain clarity about how much you bring to an employer.*

<b>What do I know how to do?</b>	<b>What skills does this require?</b>	<b>What skills or attributes does this show that will benefit my employer?</b>
Mow the lawn, plant a garden	Applying physical coordination and strength Troubleshooting a lawnmower engine Planting the flowers	Mowing – I have patience and persistence Engine – I know how to make things work Gardening – I like to design how things look
Babysit	Patience Kindness Attention Problem-solving Flexibility Sense of humor	I love kids and people I can roll with situations as they arise I am highly responsible, reliable and trustworthy I have fun
Design websites	Knowledge of technology Working with others to get their ideas Attention to detail Creativity	I understand technology I am a good listener and communicator I see things through I bring my creative self to tackling projects

YES! YOU CAN DO IT!

Wait tables	Teamwork with the chefs and crew Ability to work with the public Working with money Customer service Positive attitude	I am a team player I work well with customers I can handle financial transactions I am a positive person
<b>Now it's your turn...</b>		