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SELF-MANAGEMENT SKILLS

Self-management skills are also very important. These skills give the employer “hints” as to whether or not your personality will fit with that of the company, the bosses, employees, and customers. Over 50% of new employees who are **not** successful on the job have trouble with their co-workers and/ or supervisors, so, it’s important for you to convey to employers your ability to “fit in” with the companies. Many employers would rather hire an inexperienced worker with compatible self-management skills than an experienced employee that could prove to be difficult.

This exercise will help you identify your strongest self-management skills.

Review this list of self-management skills and check (using box 1) any 10 that you believe you exhibit over 50% of the time. From those 10, place a second check (using box 2) next to the 5 skills that you believe would be most important in your next job.

SELF-MANAGEMENT SKILLS CHECKLIST

1	2		1	2		1	2	
[]	[]	academic	[]	[]	active	[]	[]	accurate
[]	[]	adaptive	[]	[]	adventurous	[]	[]	affectionate
[]	[]	aggressive	[]	[]	alert	[]	[]	ambitious
[]	[]	artistic	[]	[]	assertive	[]	[]	attractive
[]	[]	bold	[]	[]	broad- minded	[]	[]	business like
[]	[]	calm	[]	[]	careful	[]	[]	cautious
[]	[]	charming	[]	[]	cheerful	[]	[]	clear- thinking
[]	[]	clever	[]	[]	competent	[]	[]	conservative
[]	[]	confident	[]	[]	cool	[]	[]	cooperative
[]	[]	considerate	[]	[]	creative	[]	[]	curious
[]	[]	daring	[]	[]	deliberate	[]	[]	democratic
[]	[]	dependable	[]	[]	determined	[]	[]	dignified
[]	[]	discreet	[]	[]	dominate	[]	[]	eager
[]	[]	easygoing	[]	[]	efficient	[]	[]	emotional
[]	[]	energetic	[]	[]	enterprising	[]	[]	enthusiastic
[]	[]	fair-minded	[]	[]	friendly	[]	[]	firm
[]	[]	flexible	[]	[]	formal	[]	[]	frank
[]	[]	good-natured	[]	[]	gentle	[]	[]	generous
[]	[]	healthy	[]	[]	honest	[]	[]	humorous
[]	[]	imaginative	[]	[]	industrious	[]	[]	helpful
[]	[]	independent	[]	[]	ingenious	[]	[]	independent
[]	[]	lighthearted	[]	[]	kind	[]	[]	informal
[]	[]	loyal	[]	[]	likable	[]	[]	intelligent
[]	[]	meticulous	[]	[]	mature	[]	[]	leisurely
[]	[]	modest	[]	[]	mild	[]	[]	logical

1	2		1	2		1	2	
[]	[]	open-minded	[]	[]	natural	[]	[]	methodical
[]	[]	organized	[]	[]	original	[]	[]	moderate
[]	[]	persevering	[]	[]	patient	[]	[]	obliging
[]	[]	polite	[]	[]	pleasant	[]	[]	optimistic
[]	[]	progressive	[]	[]	practical	[]	[]	outgoing
[]	[]	quick	[]	[]	prudent	[]	[]	peaceable
[]	[]	realistic	[]	[]	punctual	[]	[]	poised
[]	[]	relaxed	[]	[]	quiet	[]	[]	precise
[]	[]	resourceful	[]	[]	reasonable	[]	[]	purposeful
[]	[]	robust	[]	[]	reliable	[]	[]	productive
[]	[]	sensitive	[]	[]	responsible	[]	[]	rational
[]	[]	sincere	[]	[]	self-confident	[]	[]	reflective
[]	[]	spunky	[]	[]	serious	[]	[]	reserved
[]	[]	strong	[]	[]	sociable	[]	[]	retiring
[]	[]	tactful	[]	[]	stable	[]	[]	sensible
[]	[]	thorough	[]	[]	strong-minded	[]	[]	sharp-witted
[]	[]	tough	[]	[]	teachable	[]	[]	spontaneous
[]	[]	unaffected	[]	[]	thoughtful	[]	[]	steady
[]	[]	unassuming	[]	[]	trusting	[]	[]	sympathetic
[]	[]	uninhabited	[]	[]	trustworthy	[]	[]	tolerant
[]	[]	understanding	[]	[]	versatile	[]	[]	verbal
[]	[]	warm	[]	[]	wise	[]	[]	wholesome
[]	[]	witty	[]	[]	zany	[]	[]	zealous
[]	[]		[]	[]		[]	[]	
[]	[]		[]	[]		[]	[]	

Now select two of your strongest self-management skills and write them as complete statements. Include examples from your own experiences that support your statements. Lastly, show a connection between those skills and their value to a potential employer.

SELF-MANAGEMENT SKILLS

STATEMENT: _____

EXAMPLE: _____

CONNECTION: _____
