

Inventory: Personal Life Skills for Professional Success

You are invited to review these ten skill sets.

Everybody has some degree of skill in each of these sets.

Which skills have you mastered?

Which ones would you like to improve?

1. COMMUNICATION

Expresses Ideas Clearly
Listens for Understanding
Receptive to Feedback
Long Attention Span
Sensitive to Feelings
Honors Different Styles
Reads Nonverbal Clues
Engaging
Positive Self-Talk
Prevents Breakdowns

2. WORK HABITS

Makes Wise Decisions
Life Long Learner
Takes Initiative
Motivated & Accountable
Organizes Time & Tasks
Juggles Priorities Well
Energized & Empowered
Takes Pride in Work
Strategic Planner
Ambitious & Dedicated

3. ETHICS & INTEGRITY

Follows a Code of Ethics
High Standards & Credibility
Trustworthy & Confidential
Accountability
Respectful
Responsible
Set & Honors Boundaries
Committed
Courageous
Maturity & Wisdom

4. CHANGE & CREATIVITY

Welcomes Challenges
Spirit of Adventure
Manages Conflict & Crisis
Overcomes Barriers
Curious & Imaginative
Handles Complexity
Solves Problems
Creative & Spontaneous
Generates Original Ideas
Realistic & Dreamer

5. MENTAL & EMOTIONAL FIT

Flexibility & Adaptability
Strength of Character
Endurance & Perseverance
Balances Logic & Emotions
Sharp Reflexes
Resiliency
Learns from Experience
Fearlessness
Manages Emotions
Conscientious & Discerning

6. LEADERS & TEAMS

Encouraging
Asks for Help & Mentors
Inspires & Brings Out the Best
Utilizes Diverse Talents
Assertive & Persuasive
Sustains Team Spirit
Competitive & Cooperative
Builds Alliances
Passionate
Visionary

7. HAPPINESS

Positive Attitude & Outlook
Sense of Humor
Seeks Pleasure & Joy
Cosmic Perspective
Playful & Lighthearted
Delights in Small Wonders
Abundance Mentality
Loves Life & Work
Wide Range of Interests
Inner Peace & Harmony

8. WELLNESS

Practices Prevention
Good Nutrition
Physically Fit
Safety Minded
Relaxes & Sleeps Well
Manages Stress
Vitality
Wellness Lifestyle
Self-Care
Reduces Risk Factors

9. PEOPLE SKILLS

Likable, Warm & Friendly
Welcoming & Inclusive
Compassionate
Caring, Kind & Generous
Appreciative
Supportive
Accepting
Forgiving
Understanding & Empathetic
Builds Quality Relationships

10. SELF DEVELOPMENT

Self-Reliant & Dependable
Reflective & Insightful
Self-Esteem
Sense of Self & Purpose
Aware of Weaknesses
Resourceful
Mature & Genuine
Invests in Personal Growth
Guided by Spiritual Principles
Making a Difference

AbundanceCompany.com
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