The Quick Sort Transferrable Skills Checklist

Instructions:
Step 1: Go through the list and put a check by the skills you are the very best at. Narrow it down to 15 total

Communication:
Speaking effectively
Writing concisely
Listening attentively
Expressing ideas
Facilitating group discussion
Providing appropriate feedback
Negotiating
Perceiving nonverbal messages
Persuading
Reporting information
Describing feelings
Interviewing
Editing
Marketing
Be flexible
Presenting
Translating

Human Relations
Developing rapport
Being Sensitive
Listening
Conveying feelings
Providing support for others
Motivating
Sharing credit
Counseling
Cooperating
Delegating with respect
Representing others
Perceiving feelings, situations
Asserting
Advising
Approachability
Teambuilding
Coaching

Research and Planning
Forecasting, predicting
Creating ideas
Identifying problems
Imagining alternatives
Identifying resources
Gathering information
Solving problems
Setting goals
Extracting important information
Defining needs
Analyzing
Developing evaluation strategies
Analysis

Organization, Management and Leadership Skills
Initiating new ideas
Handling details
Coordinating tasks
Managing groups
Delegating responsibility
Teaching
Coaching
Counseling
Promoting change
Selling ideas or products
Decision making with others
Managing conflict
Delegate
Motivating others
Explaining things
Clerical
Conceptualizing
Adjust
Collaborate
Supervising

Workplace:
Implementing decisions
Cooperating
Enforcing policies
Being punctual
Managing time
Attending to detail
Meeting goals
Enlisting help
Accepting responsibility
Set/ meet deadlines
Remember
Organizing
Making decisions
Customer Service

Technical Skills:
Program
Trouble shoot
Design
Publish
Web production
Desktop publish
Analytic programs
Statistics
Data management
Equipment operation
Operate
Assemble
Repair
Edit
Assess Quality

Financial:
Budgeting
Accounting
Record keeping
Assessing
Fundraising
Investing
Data management
Analyze costs
Appraise
Forecast
Reporting

Artistic:
Music
Draw, sketch, render
Dance, body movement
Play instruments
Decorate
Use color, design, display
Perform
Improvisation
Visualize
Artistic software use
Write Creatively
**Step 2:** Enter the 15 skills that you checked in the appropriate squares in the chart below. Enter **no more than 4 skills per square.**

### Motivated Skills Matrix

<table>
<thead>
<tr>
<th></th>
<th>Highly Proficient</th>
<th>Competent</th>
<th>Lack Desired Skill Level</th>
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<tbody>
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<td><strong>Totally Delight in Using</strong></td>
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<td><strong>Enjoy Using Very Much</strong></td>
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<td><strong>Like Using</strong></td>
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<td><strong>Prefer Not To Use</strong></td>
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<td><strong>Strongly Dislike Using</strong></td>
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**Results:**

You probably noticed that it becomes more challenging to select the four skills you **totally delight in using** and you are **highly proficient** in. Keeping it to only four skills forces you to focus. These skills represent your “sweet spot” – the motivated skills you can use over and over and still enjoy them. The other shaded areas are also motivated skills but you **enjoy them a little less** or you are not quite as good at them.

**The point of this activity** is to help you name your top handful of highly motivated skills. Then when you think about a career or even a current job, you can look for careers and jobs that use your motivated skills and avoid the tasks you don’t like and are not good at (although most jobs require us to use some of our less appealing skills). When you are using your motivated skills, you will succeed. When you are forced to use skills you don’t like or are not good at you are probably mis-matched and need to keep looking for a better fit.