

# Skills Identification Exercise



## STEP 1

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### What Do You Do?

- **Regular Responsibilities (around the home and as a parent):**

Examples: Family calendar management, food and clothing inventory, conflict management, homework, monthly budgeting, etc.

- **Volunteer Work/Skills and Duties:**

Examples: PTA responsibilities, religious/spiritual community volunteerism, HOA board member, soccer coach, etc.

- **Special Circumstance Skills:**

Examples: Negotiating health charges, collaborating with a teacher to bring your child's grades up, school event planning, etc.

- **Skills From Past Jobs**

## STEP 2

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### Transferable Skills

Teamwork / Collaboration Written

Problem Solving

Time Management

Communication Accounting / Finance

Event Planning

Analytics / Research

Conflict / Crisis Management

Multitasking

Creativity

IT

Personal Development/Motivation

Verbal Communication

Negotiation Mentoring

## STEP 3

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### Categorize Your Skills

Take each responsibility, duty and experience and determine which transferable skill category they would fall under.