### Skill TIP: Skills with Things

#### I am good at

<table>
<thead>
<tr>
<th>SKILLS WITH THE BODY</th>
<th>SKILLS WITH MATERIALS (CLAY, WOOD, CLOTH, METALS, STONE, JEWELS)</th>
<th>SKILLS WITH OBJECTS (INCLUDING FOOD, TOOLS, MACHINERY, OR VEHICLES)</th>
<th>SKILLS WITH BUILDINGS OR ROOMS</th>
<th>SKILLS WITH ANIMALS OR PLANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>using my hands (including sign-language or building)</td>
<td>crafting, sewing, weaving, hammering, etc.</td>
<td>washing, cleaning, putting away, or preparing</td>
<td>setting up or assembling</td>
<td>constructing or reconstructing</td>
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<td>1 2 3 4 5</td>
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<td>having great finger dexterity (as when typing on a keyboard)</td>
<td>cutting, carving, or chiseling</td>
<td>handling, lifting, or stocking</td>
<td>operating, controlling, or driving</td>
<td>Modeling or remodeling</td>
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<tr>
<td>hand-eye coordination (reading and playing music or driving)</td>
<td>fashioning, modeling, shaping, or sculpting</td>
<td>making, producing, manufacturing, or cooking</td>
<td>maintaining, cleaning, or repairing</td>
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<td>1 2 3 4 5</td>
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<tr>
<td>motor/physical coordination with the whole body</td>
<td>finishing, painting, refurbishing, or restoring</td>
<td>maintaining, preserving, or repairing</td>
<td>breaking down, disassembling, or salvaging</td>
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<td>1 2 3 4 5</td>
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<tr>
<td>having agility, speed, strength, or stamina</td>
<td>performing intricate work with my hands (knitting, crocheting)</td>
<td>performing intricate work with tools or instruments</td>
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<td>1 2 3 4 5</td>
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</tbody>
</table>

What tools, equipment, or machines do you know how to use (such as an iPhone, laptop, tablet, etc.)?
Skill TIP: Skills with Information

I am good at

GATHERING OR CREATING IT

compiling, searching, or researching

1 2 3 4 5

copying, comparing similarities or differences

1 2 3 4 5

adapting, translating (including computer programming), developing, or improving

1 2 3 4 5

MANAGING IT

keeping records (incl. recording, filming, or entering on a computer)

1 2 3 4 5

PUTTING IT TO USE

with people (see page 21)

1 2 3 4 5

STORING OR RETREIVING IT

storing or filing (in file cabinets, video, audio, or computer)

1 2 3 4 5

with things (see page 19)

1 2 3 4 5

STEP-BY-STEP AS A WHOLE

interviewing or observing people

1 2 3 4 5

computing, working with numbers, accounting

1 2 3 4 5

visualizing, drawing, painting, dramatizing, creating videos or software

1 2 3 4 5

synthesizing, combining parts into a whole

1 2 3 4 5

retrieving information, ideas, data

1 2 3 4 5

analyzing, breaking down into parts

1 2 3 4 5

organizing, classifying, systematizing, or prioritizing

1 2 3 4 5

problem solving or seeing patterns

1 2 3 4 5

retaining or observing things

1 2 3 4 5

helping other people find or retrieve information

1 2 3 4 5

having a good sense of hearing, smell, taste, or sight

1 2 3 4 5

planning, laying out a step-by-step process for achieving a goal

1 2 3 4 5

deciding, evaluating, appraising, or making recommendations

1 2 3 4 5

imagining, inventing, creating, or designing new ideas

1 2 3 4 5

having a sharp memory, keeping track of details

1 2 3 4 5
Skill TIP: Skills with People

I am good with

INDIVIDUALS, ONE AT A TIME

- taking instructions, serving, or helping
- communicating well in conversation, in person, or on the phone
- communicating well in writing (reports, email, etc.)
- teaching, tutoring, or training individuals
- advising, coaching, counseling, mentoring, empowering

GROUPS, ORGANIZATIONS, OR THE MASSES

- asking questions for clarification, knowing others’ expectations
- referring or connecting people to each other
- assessing, evaluating, screening, or selecting individuals
- persuading, motivating, recruiting, or selling to individuals
- representing others, interpreting others’ ideas or language

- communicating effectively to a group or a multitude
- using words expressively in speaking or writing
- making presentations in person or on video
- performing, entertaining, amusing, or inspiring
- using sign language, miming, acting, singing, or playing an instrument

- playing one or more games well, leading others in recreation or exercise
- teaching, training, or designing educational events
- guiding a group discussion, conveying warmth
- persuading a group through debating, motivating, or selling
- consulting, giving advice to groups in an area of expertise

- managing, supervising, or running (a business, fund drive, etc.)
- following through, getting things done, producing
- taking the lead, being a pioneer
- initiating, starting up, founding, or establishing
- negotiating between two parties, resolving conflicts