

Motivated Skills

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The Knowdell™ Motivated Skills Card Sort is a quick and easy way to identify the motivated skills that are central to personal and career satisfaction and success. Based on experience, feedback, and instinct, the client uses the cards to assess his or her proficiency and motivation in over 50 transferable skills areas.

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MOTIVATED / TRANSFERABLE SKILLS

The following skills are those that you are both highly proficient at and love using. They are skills that you try to use in your everyday work and avocational activities.

If you examine your past experiences and accomplishments carefully you will discover that these are skills that you are "motivated" to use rather than just using because you get paid to use them.

Think about jobs that you have enjoyed in the past and you will see that you used many of these "motivated skills" in those jobs. You might want to make a list of past jobs and avocational activities that you consider as being real accomplishments and note those "motivated skills" that were used in each activity.

COMPUTER LITERATE

Develop, Organize and Complete Tasks and Projects Using Software Programs Such as Microsoft Word, Excel and PowerPoint.

READ FOR INFORMATION

Research Written Resources Efficiently and Exhaustively.

INNOVATE-INVENT

Create Unique Ideas or Combine Existing Ideas to Obtain a New or Unique Result.

RESEARCH ON-LINE

Able to Use Search Engines and The World Wide Web to Gather and Organize Information and Data.

OBSERVE

Study, Scrutinize, Examine Data, People, or Things Scientifically.

DELEGATE

Achieve Effective Results by Assigning Tasks to Others.

GENERATE IDEAS

Reflect Upon, Conceive of, Dream Up, Brainstorm Ideas.

CONCEPTUALIZE

Conceive and Internally Develop Concepts and Ideas.

TEAM WORK

Easily and Effectively Work With Others to Obtain Results.

MENTOR

Educate, Guide, Coach or Counsel a Less Accomplished or Junior Colleague.

DEVELOPMENTAL SKILLS

The "developmental skills" are those that you really like using but think you could improve or develop more.

These are the skills that you should seek out opportunities to hone and improve. Look for opportunities to take classes that could lead to improvement and be open to ways to practice them.

TEACH, TRAIN

Inform, Explain, Give Instruction to Students, Employees, or Customers.

DESIGN

Structure New or Innovative Practices, Programs, Products or Environments.

ESTIMATE

Appraise Value or Cost.

BUDGET

Economize, Save, Stretch Money or Other Sources.

ANALYZE

Break Down and Figure Out Problems Logically.

BURNOUT SKILLS

Your "burnout skills" are those that you are highly proficient at, but strongly dislike using.

The more you are required to use these skills on the job, the closer you will come to quitting that job.

Unfortunately, most managers usually only observe how good you are at using certain skills but are blind to how much you like (or dislike) using certain skills (unless you tell the manager).

It is important to remove the "burnout skills" from your resume and to avoid jobs that require them.

You may want to make a list of jobs or tasks that you either failed at or were very unhappy at, and determine which of your "burnout skills" were important aspects of those jobs or tasks.

ADAPT TO CHANGE

Easily and Quickly Respond to Changing Assignments, Work Settings and Priorities.

SELL

Promote a Person, Company Goods or Services, Convince of Merits, Raise Money.

TEST

Measure Proficiency, Quality, or Validity, Check and Double-Check.

LEADERSHIP

Organizing, motivating and providing direction to a group of people to achieve a common goal.

MEDIATE

Manage Conflict, Reconcile Differences.

MOTIVATE

Recruit Involvement, Mobilize Energy, Stimulate Peak Performance.

STRATEGIZE

Effectively Plan and Develop Long-Range Strategies That Successfully Accomplish Objectives.

ENTERTAIN-PERFORM

Amuse, Sing, Dance, Art, Play Music for, Give a Demonstration to, Speak to an Audience.

ACT AS LIASON

Represent, Serve as a Link Between Individuals or Groups.

EVALUATE

Assess, Review, Critique Feasibility or Quality.

LOW PRIORITY SKILLS

These are skills that you probably don't enjoy using enough to become excellent at.

Be cautious about how much time you devote to each of these skills as the odds are that you will never be any better than mediocre at them no matter how much time and energy you put into practicing them.

Avoid jobs or tasks that involve these skills if at all possible.

PLAN, ORGANIZE

Define Goals and Objectives, Schedule and Develop Projects or Programs.

MAKE ARRANGEMENTS

Coordinate Events, Handle Logistics.

MAKE DECISIONS

Make Major, Complex, or Frequent Decisions.

IMPROVISE

To Effectively Think, Speak and Act Without Preparation.

MAINTAIN RECORDS

Keep Accurate and Up-to-Date Records, Log, Record, Itemize, Collate, Tabulate Data.

INITIATE CHANGE

Exert Influence on Changing the Status Quo, Exercise Leadership in Bringing About New Directions.

NEGOTIATE

Bargain for Rights or Advantages.

USE MECHANICAL ABILITIES

Assemble, Tune, Repair or Operate Engines or Other Machinery.

INTERVIEW FOR INFORMATION

Draw Out Subjects Through Incisive Questioning.

DEAL WITH AMBIGUITY

Be Comfortable and Effective with Issues That Lack Clarity, Structure or Certainty.

MANAGE TIME

Ability to Prioritize, Structure and Schedule Tasks to Maximize Effort and Meet Deadlines.

IMPLEMENT

Provide Detailed Follow-Through of Policies and Plans.

CUSTOMER SERVICE

Effectively Solve Problems and Challenges That Satisfy Customers.

MONITOR

Keep Track of the Movement of Data, People, or Things.

COUNSEL

Facilitate Insight, and Personal Growth, Guide Advice, Coach Students, Employees, or Clients.

PORTRAY IMAGES

Sketch, Draw, Illustrate, Paint, Photograph.

WORK WITH NUMBERS

Easily Calculate, Compute, Organize Understand and Solve Numerical and Quantitative Problems.

PERCEIVE INTUITIVELY

Sense, Show Insight and Foresight.

DEAL WITH FEELINGS

Draw Out, Listen, Accept, Empathize, Express Sensitivity, Defuse Anger, Calm, Inject Humor, Appreciate.

SUPERVISE

Oversee, Direct the Work of Others.

CLASSIFY

Group, Categorize, Systematize Data, People, or Things.

PROOFREAD, EDIT

Check Writings for Proper Usage and Stylistic Flair, Make Improvements.

EXPEDITE

Speed Up Production or Services, Trouble-Shoot Problems, Streamline Procedures.

VISUALIZE

Imagine Possibilities, See in Mind's Eye.

NonCritical SKILLS cont'd

WRITE

Compose Reports, Letters, Articles, Ads, Stories, or Educational Materials.

SYNTHESIZE

Integrate Ideas and Information, Combine Diverse Elements Into a Coherent Whole.

MULTI-TASK

To effectively Manage a Variety of Tasks and Projects Simultaneously.

WHAT'S NEXT

Your results on the "Motivated Skills Card Sort" should give you an accurate picture of two dimensions of your attributes:

- Your transferable skills - Those skills that are not tied to a single job or profession but can be used in a variety of jobs and settings throughout your life.
- Your motivation to use your transferable skills - You stand the chance of becoming the most successful when you are able to use the transferable skills that you are "motivated" to use on your job and in your profession.

Transferable skills and motivation are only two of the five dimensions of your attributes that need to be considered when developing your career or changing jobs. The other three dimensions are:

- Career/Life Values
- Occupational Interests ([click here for our Career Interest Test](#))
- Personality Type or Style ([Click here for our Personality Type Test](#))

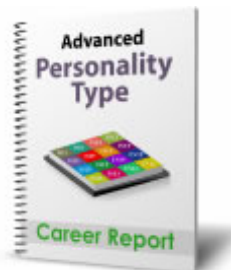
Only after you have accurate information about those five dimensions should you move forward with the career planning process. That process is:

- Assessment - What are your skills, motivation, values, interests, and personality style?
- Exploration - What is the range of available and appropriate jobs and careers?
- Focus - Which specific job or career fits your skills, motivation, values, interests and personality?
- Strategy/Implementation - What specific behaviors will you engage in to get to your goal?

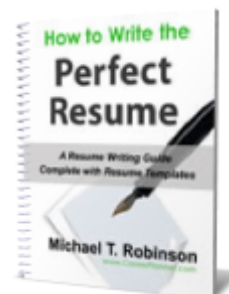
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