

Your Preferred Skills

1. Start by listing your skill statements under the Un-prioritized List on the left column of the worksheet. Try to list the ones you prefer to use most often at or near the top. Don't spend too much time trying to decide which to list first because the form will do that for you.
2. On line 2, look at column 1 under Prioritizing Choices and circle the skill you prefer more between skills 1 and 2.
3. On Line 3.
 - Under column 1, circle the skill you prefer more between skills 1 and 3.
 - Under column 2, circle the skill you prefer more between skills 2 and 3.
4. On Line 4, do the same for columns 1, 2 and 3.
5. Repeat the same process for the remaining lines.
6. When you complete making your preferred choices for all your skills, go to line B and record the total number of times you've circled each skill number listed on line A. For example, if you are doing skill 6, start by counting the number of times you circled 6 on line 6 and then add the number of times you circled 6 in column 6. The total of these two is the number you enter on line B in column 6.
6. On line C, assign number 1 under the number of the skill or skills you counted most frequently. Assign number 2 under the skill or skills you counted next most frequently, and so on.
7. Under the Prioritized List on the right column, write the skills in the order of how you numbered them on line C. If you have two or more skills with the same priority number, try to chose between them which to list first. If you have difficulty, choose one and note they could be interchangeable depending on the circumstances. These are your skills listed in the order in which you prefer to use them.

Note: If you have more skills than will fit on the page, list and prioritize them on separate sheets. Create as many sheets as you need in order to include all your skills. When you complete all your sheets, transfer the top prioritized skills from each sheet onto a summary sheet, then prioritize the summary sheet to get your final list of prioritized skills. If you feel you have too many multiple 1's or 2's, list them on a separate sheet and re-prioritize them.

Your final prioritized skills summary reflects the skills you bring to the table and want to use most often. When asked for your strongest skills, you should describe the ones at the top of your prioritized list. These are also the ones you would want to highlight in your resume.

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Prioritizing Choices

Area: *Example*

Un-prioritized Skills	1	2	3	4	5	6	7	8	9	10	11	12	Prioritized Skills
1. <i>Developing new marketing material</i>													1. <i>Developing new marketing material</i>
2. <i>Designing product packaging</i>	① 2												2. <i>Developing long-term relationships with customers</i>
3. <i>Motivating sales staff</i>	① 3	2 ③											3. <i>Making presentations to potential customers</i>
4. <i>Preparing monthly sales reports</i>	① 4	② 4	③ 4										4. <i>Analyzing and interpreting statistics</i>
5. <i>Developing long-term relationships with customers</i>	1 ⑤	2 ⑤	3 ⑤	4 ⑤									5. <i>Understanding budgets and finance</i>
6. <i>Making presentations to potential customers</i>	① 6	2 ⑥	3 ⑥	4 ⑥	5 ⑥								6. <i>Designing product packaging</i>
7. <i>Analyzing and interpreting statistics</i>	① 7	② 7	3 ⑦	4 ⑦	⑤ 7	⑥ 7							7. <i>Motivating sales staff</i>
8. <i>Understanding budgets and finance</i>	① 8	2 ⑧	3 ⑧	4 ⑧	⑤ 8	⑥ 8	⑦ 8						8. <i>Preparing monthly sales reports</i>
9.	1 9	2 9	3 9	4 9	5 9	6 9	7 9	8 9					9.
10.	1 10	2 10	3 10	4 10	5 10	6 10	7 10	8 10	9 10				10.
11.	1 11	2 11	3 11	4 11	5 11	6 11	7 11	8 11	9 11	10 11			11.
12.	1 12	2 12	3 12	4 12	5 12	6 12	7 12	8 12	9 12	10 12	11 12		12.
A. Un-prioritized skill number	1	2	3	4	5	6	7	8	9	10	11	12	
B. Total number of times that skill is circled	6	2	2	0	6	6	3	3					
C. Priority number	1	3	3	4	1	1	2	2					

Instructions:

- List your skills under the Un-prioritized Skills column.
- Line by line, review each skill on the list and circle the number preferred in the Prioritizing Choices columns, choosing between the two alternatives shown in each box.
- Line B – Enter the total number of times you circled the skill that appears on line A. **Start** by adding across the sheet, then by adding down. Add column 1 vertically only.
- Line C – Assign number 1 to the skill number(s) counted most frequently, 2 to the second, and so on, until you have entered a priority number under all the skills on your list.
- Using the priority number(s) from line C, list the skills in order under the Prioritized Skills column. Use additional sheets to re-prioritize and eliminate duplicate priorities. (Adapted from Richard N. Bolles' *The Prioritizing Grid* taken from *What Color is Your Parachute*.)

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Area:	Prioritizing Choices												
Un-prioritized Skills	1	2	3	4	5	6	7	8	9	10	11	12	Prioritized Skills
1.													1.
2.	1												2.
3.	1	2											3.
4.	1	2	3										4.
5.	1	2	3	4									5.
6.	1	2	3	4	5								6.
7.	1	2	3	4	5	6							7.
8.	1	2	3	4	5	6	7						8.
9.	1	2	3	4	5	6	7	8					9.
10.	1	2	3	4	5	6	7	8	9				10.
11.	1	2	3	4	5	6	7	8	9	10			11.
12.	1	2	3	4	5	6	7	8	9	10	11		12.
A. Un-prioritized skill number	1	2	3	4	5	6	7	8	9	10	11	12	
B. Total number of times that skill is circled													
C. Priority number													

Instructions:

- List skills randomly under the Un-prioritized Skills column.
 - Line by line, review each skill on the list and circle the number preferred in the Prioritizing Choices columns, choosing between the two alternatives shown in each box.
 - Line B – Enter the total number of times you circled the skill that appears on line A. **Start** by adding across the sheet, then by adding down. Add column 1 vertically only.
 - Line C – Assign number 1 to the skill number(s) counted most frequently, 2 to the second, and so on, until you have entered a priority number under all the skills on your list.
 - Using the priority number(s) from line C, list the skills in order under the Prioritized Skills column. Use additional sheets to re-prioritize and eliminate duplicate priorities.
- (Adapted from Richard N. Bolles' *The Prioritizing Grid* taken from *What Color is Your Parachute*.)