

## Part 3: Concept of Skills and Abilities

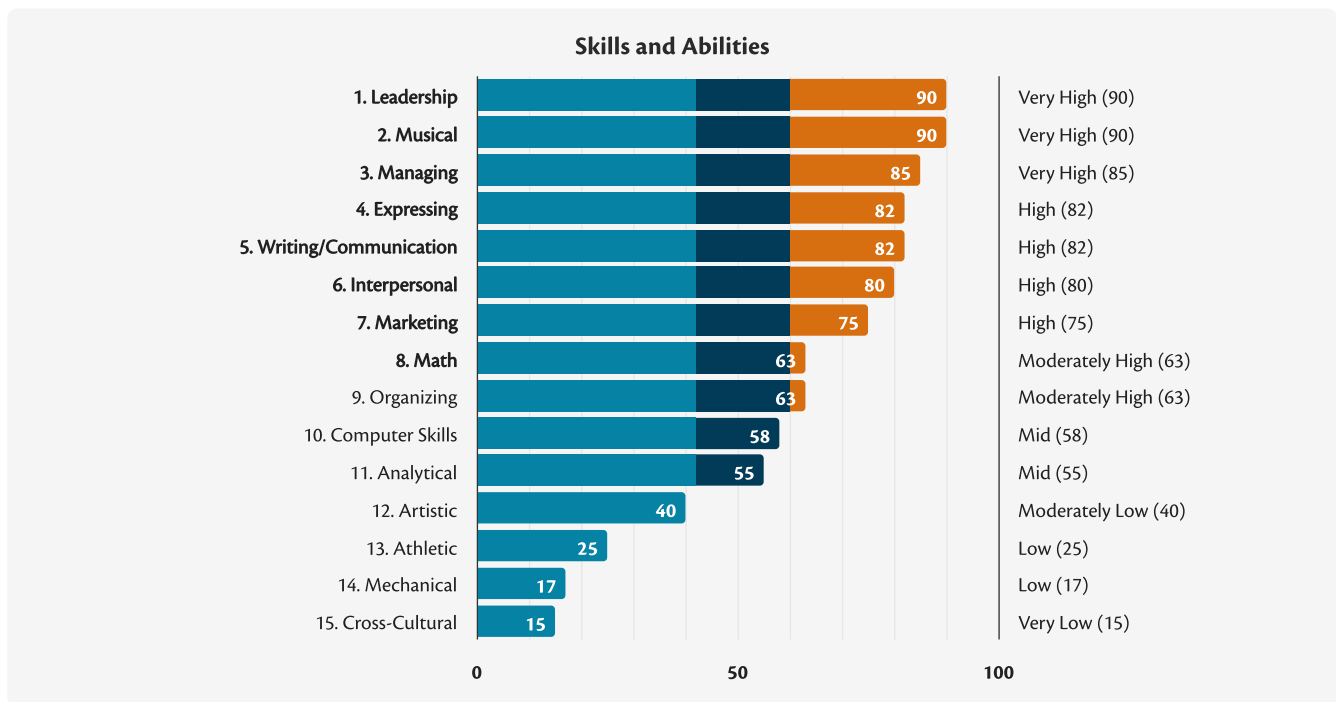


Katrina, an understanding of your skills will be important as you decide where to invest your time and energy - and eventually your career choice. For best results, match these to areas that utilize your best skill. Doing something that comes naturally invites joy!

Match these skills to activities that best use them to maximize your potential. First of all, you'll start at a higher baseline, learn faster, and achieve more than if you didn't have a natural skill in that area. For example, some people could study music and practice singing for years. If they lack the natural skills to excel, they'll never find real satisfaction, success, and joy trying to be a professional singer.

Second, working in your natural strengths is just more fun. People experience less stress using skills in which they naturally excel. Usually these skills have been recognized, valued, and rewarded by others. Confidence grows as you use your natural skills, leading to even more success and joy.

The bottom line? You are most likely to excel when you use the skills that come naturally and bring joy. Be mindful of your lower skill areas, but understand that it is generally unproductive to make them a primary focus. In the area of skills, try to swim with the current, not against it.



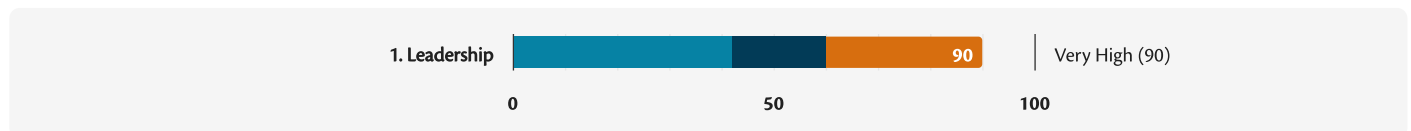
Note: This section's skill scores are self-assessed, not from an achievement or aptitude test. Research indicates that self-assessment can give an accurate overview of a person's skills.



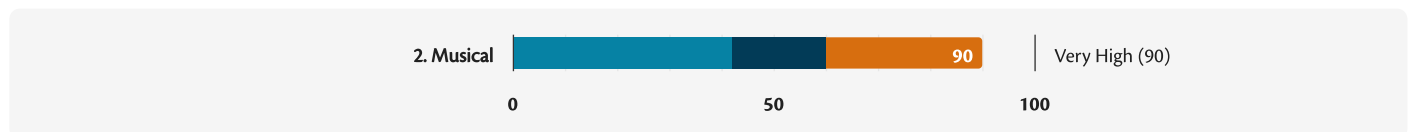
## Develop Your Skills and Abilities

Even natural skills require training, education, hard work, and dedication to maintain and further develop them. Most successful people work diligently to use and improve their natural strengths. A professional golfer hits hundreds of balls every day and a concert pianist spends hours practicing in order to fully develop their natural athletic and musical abilities.

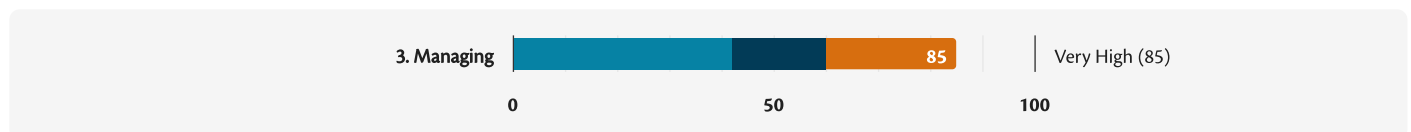
Study your highest-ranked skills. Analyze any relationship among them. Is there overlap? A common theme? Do any relate more to areas that you would use just for fun rather than as a basis for something greater? Are there ways that hobby skills could transfer to your other responsibilities?



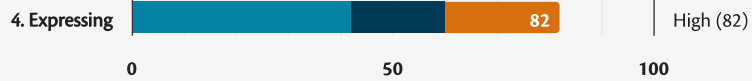
People skilled in this area typically make decisions quickly, decisively, and confidently; they are able to take initiative. They are able to be flexible, discerning, creative, are dependable and have great communication skills. They are good at relationship building and problem solving as well as teaching, training, and mentoring. People with strong leadership skills are needed in all career areas.



People who score high in musical skills typically have a natural ability to express rhythm, play musical instruments, interpret and express emotions or ideas vocally or instrumentally, understand musical symbols and theory, and differentiate qualities and pitches of tones. Education and/or extensive training, along with strong discipline enabling long hours of practice, are required to sufficiently refine one's skills.



Individuals with these skills are often good at delegating and coordinating responsibilities, making decisions, communicating, and persuading and motivating people. Others respond well to their leadership. Skill strengths may also include accurate record keeping, filing, typing, word processing, knowledge of office procedures, accuracy with basic math, knowledge of telephone systems, and proficiency in the use of office machines. They often pay attention to detail and are able to work quickly, accurately, neatly, and in an organized manner. People with this as a high skill should consider occupations that include managing, promoting, delegating, and leading others.



People high in this skill group are typically perceptive, interpretive, creative, original, and expressive in areas such as music, dance, art, film, and theater. They often have fine motor eye-hand coordination and dexterity, and they are able to express both ideas and emotions through their craft. Education and/or extensive training are required to sufficiently refine one's skills. These skills are useful in careers involving performing arts.



People high in this skill group typically like to clearly communicate their thoughts and ideas through writing or speaking. They have the ability to synthesize information and present key points logically and concisely in reports, letters, summaries or presentations. They may enjoy putting their thoughts down on paper, creating original stories, novels, or poems, and/or socializing and working with others. They will do well in careers which enable them to communicate in their preferred style and area of interest.