

# Understanding your Work Strengths

## A. Working with Data (Information)

### 1. \_\_\_ **Synthesizing (putting information together)**

- \_\_\_ Problem-solving
- \_\_\_ Imagining, visualizing
- \_\_\_ Inventing, creating
- \_\_\_ Designing, developing
- \_\_\_ Creating - images, shapes
- \_\_\_ Creating - words, music
- \_\_\_ Dealing with colours
- \_\_\_ Visualizing in third-dimension (making drawings, models, blueprints)
- \_\_\_ Experimenting, improvising
- \_\_\_ Forecasting, using foresight (planning ahead)
- \_\_\_ Perceiving intuitively (figuring out and sizing up a complex situation)
- \_\_\_ Relating abstract ideas
- \_\_\_ Operating in an unstructured environment (doing things with few instructions)
- \_\_\_ Writing papers and reports

### 2. \_\_\_ **Coordinating**

- \_\_\_ Reviewing, evaluating things
- \_\_\_ Organizing my time
- \_\_\_ Initiating projects and tasks on my own
- \_\_\_ Self-direction (deciding and doing things without help)
- \_\_\_ Risk-taking
- \_\_\_ Decision-making
- \_\_\_ Policy-making
- \_\_\_ Trouble-shooting, figuring out problems
- \_\_\_ Leading, motivating others
- \_\_\_ Promoting change
- \_\_\_ Developing, planning materials
- \_\_\_ Setting goals, achieving goals

### 3. \_\_\_ **Analyzing**

- \_\_\_ Analysing things, ideas, and data
- \_\_\_ Diagnosing problems
- \_\_\_ Systematizing (creating systems for doing things)
- \_\_\_ Separating important from unimportant
- \_\_\_ Recognizing need for more information
- \_\_\_ Finding ways to speed up a job
- \_\_\_ Reading for information
- \_\_\_ Editing written work
- \_\_\_ Translating, interpreting what something means
- \_\_\_ Counselling, guiding
- \_\_\_ Analysing costs
- \_\_\_ Working within a budget

### 4. \_\_\_ **Compiling**

- \_\_\_ Gathering information
- \_\_\_ Inspecting, checking things
- \_\_\_ Testing and screening things to be sure they are suitable
- \_\_\_ Reporting information accurately
- \_\_\_ Organizing, classifying information
- \_\_\_ Exploring, discovering new things
- \_\_\_ Memorizing facts
- \_\_\_ Memorizing designs, faces
- \_\_\_ Memorizing names, places
- \_\_\_ Memorizing numbers
- \_\_\_ Musical knowledge

- Using visual communication
- Layout of design, designing
- Expressing myself clearly
- Listening
- Describing, defining
- Interpersonal communications, communicating with others
- Working with accuracy
- Developing a budget plan
- Bookkeeping

5.  **Computing**

- Computing numbers
- Mathematical problem-solving
- Managing money
- Making change
- Counting money
- Counting items

6.  **Copying**

- Copying, recording
- Taking inventory
- Keeping financial records
- Tolerating repetition and routine
- Doing word processing or data entry on a computer

7.  **Comparing**

- Paying attention to details
- Comparing things, recognizing similarities
- Observing, surveying
- Examining, inspecting
- Diagnosing, determining if something is right or wrong
- Matching colours and textures
- Proofreading, recognizing errors
- Filing, classifying, retrieving information

**B. Working with People**

1.  **Mentoring**

- Raising others' self-esteem
- Providing support, encouragement
- Counselling, advising
- Healing, curing
- Developing rapport (good relationships)
- Drawing out people (getting people to communicate)

2.  **Negotiating**

- Representing others, speaking for others
- Accepting different opinions
- Recruiting others
- Mediating, resolving conflicts or disputes
- Negotiating, debating
- Risk-taking
- Promoting change
- Decision-making
- Persevering, keeping at a task no matter the obstacles
- Confronting others with difficult matters
- Sharing credit for work done
- Showing appreciation for others' work

3.  **Instructing**
  - Teaching others
  - Coaching others
  - Leading discussions
  - Presenting information to a group
  
4.  **Supervising**
  - Initiating projects, starting projects and tasks on my own
  - Leading, motivating others
  - Directing others
  - Reviewing, evaluating others' work and performance
  - Organizing people
  - Organizing tasks
  
5.  **Entertaining**
  - Creative writing
  - Composing
  - Acting
  - Dancing
  - Singing
  - Playing an instrument
  - Directing
  - Modelling, demonstrating
  - Public speaking
  - Public performing
  - Public sports
  - Conducting public events
  - Using a sense of humour, telling jokes
  
6.  **Persuading**
  - Initiating relationships, starting conversations
  - Developing rapport, trust
  - Promoting, selling things
  - Promoting, selling ideas
  - Relating to many kinds of people
  - Advertising, publicity
  
7.  **Speaking**
  - Expressing myself clearly
  - Describing, defining things clearly
  - Using visual communication
  - Talking, speaking
  - Applying good interpersonal communication skills
  - Making presentations
  - Speaking to a group of people
  
8.  **Serving**
  - Caring for others
  - Providing pleasant surroundings for others
  - Helping other people
  - Caring for animals

### C. Working with Things

1. \_\_\_\_ **Precision Working**

- \_\_\_\_ Shaping things with my hands
- \_\_\_\_ Working with shapes, spaces
- \_\_\_\_ Drafting, designing
- \_\_\_\_ Illustrating, drawing
- \_\_\_\_ Layout, paste-up
- \_\_\_\_ Playing a musical instrument
- \_\_\_\_ Speed precision working
- \_\_\_\_ Finger dexterity, doing fine work with my fingers

2. \_\_\_\_ **Operating Equipment**

- \_\_\_\_ Operating machines
- \_\_\_\_ Operating electronic equipment (computers, calculators, VCRs)
- \_\_\_\_ Operating power tools
- \_\_\_\_ Operating hand tools
- \_\_\_\_ Keyboarding on a computer

3. \_\_\_\_ **Driving Equipment**

- \_\_\_\_ Operating and driving equipment
- \_\_\_\_ Car
- \_\_\_\_ Truck
- \_\_\_\_ Tractor
- \_\_\_\_ Forklift
- \_\_\_\_ Boat
- \_\_\_\_ Motorcycle

4. \_\_\_\_ **Manipulating Things**

- \_\_\_\_ Assembling things
- \_\_\_\_ Constructing, building things
- \_\_\_\_ Fixing, repairing things
- \_\_\_\_ Sports, physical coordination
- \_\_\_\_ Hiking, camping, outdoor activities
- \_\_\_\_ Cooking
- \_\_\_\_ Cleaning
- \_\_\_\_ Growing plants, caring for plants

5. \_\_\_\_ **Handling Things**

- \_\_\_\_ Obtaining materials and items needed
- \_\_\_\_ Filing, retrieving files
- \_\_\_\_ Lifting, pulling, pushing, balancing
- \_\_\_\_ Sorting items