Skill Level Worksheet

Instructions for Completing this Worksheet

Complete a separate worksheet for each job or activity.

1. In the **Tasks** column list each function of your job or activity.
2. Then in the **Skills** column list the skill you use or used to complete the corresponding task. Here are some examples of skills. Do not limit yourself to the ones listed.
3. In the **Skill Level** column rate yourself according to your level of competency (1=highly skilled; 2=moderately skilled; 3=needs improvement).
4. Place a check next to those skills which you enjoy using.
5. After you have completed all worksheets, write a list of those skills which you both enjoy using and in which you are highly skilled [1].
6. Then list those skills you both enjoy using and in which your are moderately skilled [2].
7. You can also keep a separate list of those skills in which you need improvement [3] but enjoy using. Set that list aside.

MY SKILLS		
Job or Activity:		
Tasks	**Skills**	**Skill Level**