



Self Management Skills

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Self-management skills make up the last part of your skills triangle. These skills tell the employer whether or not your personality fits the personality of the company, the bosses, and the co-workers. Over 50 percent of the people who are not successful on the job have trouble with their co-workers and bosses, so it's important for you to show employers how you fit into their operations. Many employers would rather hire an inexperienced worker with good self-management skills than an experienced worker who might cause problems.

If you are not sure what self-management skills you do have, do the checklist exercise which follows. This exercise will help you identify your strongest self-management skills.

Now select two of your strongest self-management skills and write these as complete statements. Then include examples from your own experiences that support your statements. Then include examples from your own experiences that support your statements. Also show a connection between each skill and the job you want.

Self-Management Skills Checklist

Review this list of self-management skills and check any three that you believe you exhibit over 50% of the time. Place a second check next to the ten skills that you believe would be most important in the next job you have that meets your primary job objective.

I exhibit	Next job	
<input type="checkbox"/>	<input type="checkbox"/>	academic
<input type="checkbox"/>	<input type="checkbox"/>	active
<input type="checkbox"/>	<input type="checkbox"/>	accurate
<input type="checkbox"/>	<input type="checkbox"/>	adaptable
<input type="checkbox"/>	<input type="checkbox"/>	adventurous
<input type="checkbox"/>	<input type="checkbox"/>	affectionate
<input type="checkbox"/>	<input type="checkbox"/>	aggressive
<input type="checkbox"/>	<input type="checkbox"/>	alert
<input type="checkbox"/>	<input type="checkbox"/>	ambitious
<input type="checkbox"/>	<input type="checkbox"/>	artistic
<input type="checkbox"/>	<input type="checkbox"/>	assertive
<input type="checkbox"/>	<input type="checkbox"/>	attractive
<input type="checkbox"/>	<input type="checkbox"/>	bold
<input type="checkbox"/>	<input type="checkbox"/>	broad-minded
<input type="checkbox"/>	<input type="checkbox"/>	businesslike
<input type="checkbox"/>	<input type="checkbox"/>	calm
<input type="checkbox"/>	<input type="checkbox"/>	careful
<input type="checkbox"/>	<input type="checkbox"/>	cautious
<input type="checkbox"/>	<input type="checkbox"/>	charming
<input type="checkbox"/>	<input type="checkbox"/>	cheerful
<input type="checkbox"/>	<input type="checkbox"/>	clear-thinking

<input type="checkbox"/>	<input type="checkbox"/>	clever
<input type="checkbox"/>	<input type="checkbox"/>	competent
<input type="checkbox"/>	<input type="checkbox"/>	competitive
<input type="checkbox"/>	<input type="checkbox"/>	confident
<input type="checkbox"/>	<input type="checkbox"/>	conscientious
<input type="checkbox"/>	<input type="checkbox"/>	conservative
<input type="checkbox"/>	<input type="checkbox"/>	considerate
<input type="checkbox"/>	<input type="checkbox"/>	cool
<input type="checkbox"/>	<input type="checkbox"/>	cooperative
<input type="checkbox"/>	<input type="checkbox"/>	courageous
<input type="checkbox"/>	<input type="checkbox"/>	creative
<input type="checkbox"/>	<input type="checkbox"/>	curious
<input type="checkbox"/>	<input type="checkbox"/>	daring
<input type="checkbox"/>	<input type="checkbox"/>	deliberate
<input type="checkbox"/>	<input type="checkbox"/>	democratic
<input type="checkbox"/>	<input type="checkbox"/>	dependable
<input type="checkbox"/>	<input type="checkbox"/>	determined
<input type="checkbox"/>	<input type="checkbox"/>	dignified
<input type="checkbox"/>	<input type="checkbox"/>	discreet
<input type="checkbox"/>	<input type="checkbox"/>	dominant
<input type="checkbox"/>	<input type="checkbox"/>	eager
<input type="checkbox"/>	<input type="checkbox"/>	easygoing
<input type="checkbox"/>	<input type="checkbox"/>	efficient
<input type="checkbox"/>	<input type="checkbox"/>	emotional
<input type="checkbox"/>	<input type="checkbox"/>	energetic
<input type="checkbox"/>	<input type="checkbox"/>	enterprising
<input type="checkbox"/>	<input type="checkbox"/>	enthusiastic
<input type="checkbox"/>	<input type="checkbox"/>	fair-minded
<input type="checkbox"/>	<input type="checkbox"/>	farsighted
<input type="checkbox"/>	<input type="checkbox"/>	firm
<input type="checkbox"/>	<input type="checkbox"/>	flexible
<input type="checkbox"/>	<input type="checkbox"/>	forceful
<input type="checkbox"/>	<input type="checkbox"/>	formal
<input type="checkbox"/>	<input type="checkbox"/>	frank
<input type="checkbox"/>	<input type="checkbox"/>	friendly
<input type="checkbox"/>	<input type="checkbox"/>	generous
<input type="checkbox"/>	<input type="checkbox"/>	gentle
<input type="checkbox"/>	<input type="checkbox"/>	good-natured
<input type="checkbox"/>	<input type="checkbox"/>	healthy
<input type="checkbox"/>	<input type="checkbox"/>	helpful
<input type="checkbox"/>	<input type="checkbox"/>	honest
<input type="checkbox"/>	<input type="checkbox"/>	humorous
<input type="checkbox"/>	<input type="checkbox"/>	idealistic
<input type="checkbox"/>	<input type="checkbox"/>	imaginative
<input type="checkbox"/>	<input type="checkbox"/>	independent
<input type="checkbox"/>	<input type="checkbox"/>	individualistic
<input type="checkbox"/>	<input type="checkbox"/>	industrious
<input type="checkbox"/>	<input type="checkbox"/>	informal
<input type="checkbox"/>	<input type="checkbox"/>	ingenious
<input type="checkbox"/>	<input type="checkbox"/>	intellectual
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<input type="checkbox"/>	<input type="checkbox"/>	intentional
<input type="checkbox"/>	<input type="checkbox"/>	kind

<input type="checkbox"/>	<input type="checkbox"/>	leisurely
<input type="checkbox"/>	<input type="checkbox"/>	lighthearted
<input type="checkbox"/>	<input type="checkbox"/>	likable
<input type="checkbox"/>	<input type="checkbox"/>	logical
<input type="checkbox"/>	<input type="checkbox"/>	loyal
<input type="checkbox"/>	<input type="checkbox"/>	mature
<input type="checkbox"/>	<input type="checkbox"/>	methodical
<input type="checkbox"/>	<input type="checkbox"/>	meticulous
<input type="checkbox"/>	<input type="checkbox"/>	mild
<input type="checkbox"/>	<input type="checkbox"/>	moderate
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<input type="checkbox"/>	<input type="checkbox"/>	obliging
<input type="checkbox"/>	<input type="checkbox"/>	open-minded
<input type="checkbox"/>	<input type="checkbox"/>	opportunistic
<input type="checkbox"/>	<input type="checkbox"/>	optimistic
<input type="checkbox"/>	<input type="checkbox"/>	organized
<input type="checkbox"/>	<input type="checkbox"/>	original
<input type="checkbox"/>	<input type="checkbox"/>	outgoing
<input type="checkbox"/>	<input type="checkbox"/>	painstaking
<input type="checkbox"/>	<input type="checkbox"/>	patient
<input type="checkbox"/>	<input type="checkbox"/>	peaceable
<input type="checkbox"/>	<input type="checkbox"/>	persevering
<input type="checkbox"/>	<input type="checkbox"/>	pleasant
<input type="checkbox"/>	<input type="checkbox"/>	poised
<input type="checkbox"/>	<input type="checkbox"/>	polite
<input type="checkbox"/>	<input type="checkbox"/>	practical
<input type="checkbox"/>	<input type="checkbox"/>	precise
<input type="checkbox"/>	<input type="checkbox"/>	progressive
<input type="checkbox"/>	<input type="checkbox"/>	prudent
<input type="checkbox"/>	<input type="checkbox"/>	purposeful
<input type="checkbox"/>	<input type="checkbox"/>	pressure-resistant
<input type="checkbox"/>	<input type="checkbox"/>	punctual
<input type="checkbox"/>	<input type="checkbox"/>	productive
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<input type="checkbox"/>	<input type="checkbox"/>	quiet
<input type="checkbox"/>	<input type="checkbox"/>	rational
<input type="checkbox"/>	<input type="checkbox"/>	realistic
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<input type="checkbox"/>	<input type="checkbox"/>	reflective
<input type="checkbox"/>	<input type="checkbox"/>	relaxed
<input type="checkbox"/>	<input type="checkbox"/>	reliable
<input type="checkbox"/>	<input type="checkbox"/>	reserved
<input type="checkbox"/>	<input type="checkbox"/>	resourceful
<input type="checkbox"/>	<input type="checkbox"/>	responsible
<input type="checkbox"/>	<input type="checkbox"/>	retiring
<input type="checkbox"/>	<input type="checkbox"/>	robust
<input type="checkbox"/>	<input type="checkbox"/>	self-confident
<input type="checkbox"/>	<input type="checkbox"/>	sensible
<input type="checkbox"/>	<input type="checkbox"/>	sensitive
<input type="checkbox"/>	<input type="checkbox"/>	serious
<input type="checkbox"/>	<input type="checkbox"/>	sharp-witted
<input type="checkbox"/>	<input type="checkbox"/>	sincere

<input type="checkbox"/>	<input type="checkbox"/>	sociable
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<input type="checkbox"/>	<input type="checkbox"/>	spunky
<input type="checkbox"/>	<input type="checkbox"/>	stable
<input type="checkbox"/>	<input type="checkbox"/>	steady
<input type="checkbox"/>	<input type="checkbox"/>	strong
<input type="checkbox"/>	<input type="checkbox"/>	strong-minded
<input type="checkbox"/>	<input type="checkbox"/>	sympathetic
<input type="checkbox"/>	<input type="checkbox"/>	tactful
<input type="checkbox"/>	<input type="checkbox"/>	teachable
<input type="checkbox"/>	<input type="checkbox"/>	tenacious
<input type="checkbox"/>	<input type="checkbox"/>	thorough
<input type="checkbox"/>	<input type="checkbox"/>	thoughtful
<input type="checkbox"/>	<input type="checkbox"/>	tolerant
<input type="checkbox"/>	<input type="checkbox"/>	tough
<input type="checkbox"/>	<input type="checkbox"/>	trusting
<input type="checkbox"/>	<input type="checkbox"/>	trustworthy
<input type="checkbox"/>	<input type="checkbox"/>	unaffected
<input type="checkbox"/>	<input type="checkbox"/>	unassuming
<input type="checkbox"/>	<input type="checkbox"/>	understanding
<input type="checkbox"/>	<input type="checkbox"/>	unexcitable
<input type="checkbox"/>	<input type="checkbox"/>	uninhibited
<input type="checkbox"/>	<input type="checkbox"/>	verbal
<input type="checkbox"/>	<input type="checkbox"/>	versatile
<input type="checkbox"/>	<input type="checkbox"/>	warm
<input type="checkbox"/>	<input type="checkbox"/>	wholesome
<input type="checkbox"/>	<input type="checkbox"/>	wise
<input type="checkbox"/>	<input type="checkbox"/>	witty
<input type="checkbox"/>	<input type="checkbox"/>	zany

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