

Your Preferred Skills (Instructions and Example)

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 but don't spend too much time trying to decide which to list first. Completing the form will do that.

Next, you will compare each line with every other line and choose your preference as follows:

2. On Line 2, under column 1, circle your preference between your skill statements 1 and 2.
3. On Line 3, under column 1, circle your preference between your skill statements 1 and 3. Under column 2, circle your preference between your skill statements 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 have circled your preferred choices for all your skills, go to Line A and record the total number of times you've circled each un-prioritized skill number. For example, if you are doing un-prioritized 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 A in column 6.
7. On Line B, you will assign a priority number. Look at all the numbers on Line A and assign number 1 to the ones that have the highest number(s). In the example, skills 1, 5 and 6 were all counted 6 times so they would all have a priority number 1. Skills 7 and 8 were both counted 3 times, so they would both be Priority 2. Repeat for the remaining skills.
8. Under the Prioritized List on the right column, write the skills in the order of how you prioritized them on Line B. If you have two or more skills with the same priority number, enter them in order from left to right. (For example, skills 1, 5 and 6 on the un-prioritized list are now 1, 2 and 3 on the prioritized list.)

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 individual 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 have too many multiple 1's or 2's, list them on a separate sheet(s) and re-prioritize them.

Your final prioritized skills summary will reflect the skills you believe you are best at doing and the ones you prefer to use most often. You should now feel comfortable knowing which skills you want to use going forward and when an interviewer asks you for your best skills, you should now be able to quickly and succinctly describe your best skills.

Your Preferred Skills

Area: <i>Example</i>	Prioritizing Choices												Prioritized Skills	
	1	2	3	4	5	6	7	8	9	10	11	12		
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.
Un-prioritized skill number	1	2	3	4	5	6	7	8	9	10	11	12		
A. Total number of times that skill is circled	6	2	2	0	6	6	3	3						
B. 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 A – Enter the total number of times you circled the un-prioritized skill, adding across that line and then down.
 - Line B – 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 B, 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, *What Color is Your Parachute*, The Prioritizing Grid.)