



KNOWING YOURSELF

How well do you know yourself in relation to work?

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NEXTSTEP

KNOWING YOURSELF

What do you mean do I know myself?

Have you really ever stopped long enough to really think about:

- Who you really are?
- What your greatest strengths are?
- What you really want?
- What your really need?



KNOWING YOURSELF

Why should I bother?

If you stop long enough to really KNOW the answer to all of the questions, you will be able to write your own unique personal profile.

Your profile will be useful for everything you need to do on your career pathway.

It will be so useful when it comes time to:

- Decide on a job or career that's right for you
- Decide on what, where and how you learn or study
- Write resumes or answer those tricky questions at an interview
- And the list goes on.....



A FEW EASY STEPS.

No one is saying its easy to think about yourself, but it is so important to help everything else in your life fall into place.

Let me help with some helpful tips and some easy steps to build your personal profile.



STEP 1- APTITUDES

Write a list of your aptitudes?

These are not necessarily things you have had to learn, but things you find come easy to you.

Do you consider you are good at:

- Organising or Clerical
- Practical or Mechanical
- Helping or advising
- Creative or Artistic
- Scientific or Analytical
- In tune with nature or animals
- Sports or leisure
- Selling or persuading

Write some specific things that you're good at.

Tip: If you're not sure, think about what others would say about you, or even ask them.



STEP 2- SKILLS

Write a list of your skills.

These may be things that you have on your aptitude list but may also be things you've learnt somewhere.

Practical Skills

Problem solving
Building or designing
Cooking or food presentation
Organising events or parties
Teaching or coaching
Computer or technologies
Maths or bookkeeping
Managing budgets
Navigation
Technical

Personal skills

Good listener
Communicator
Problem solving
Empathetic
Social or outgoing
Adaptable
Focused
Public speaking
Encouraging
Positive
Managing people

Tip: If you're not sure, think about what others would say about you, or even ask them.



STEP 3- PERSONALITY

Write a list of your positive personality traits.
These are things that benefit an employer or others.

Committed
Loyal
Responsible
Enthusiastic
Self directed
Independent
Punctual
Take initiative

Goal orientated
Methodical
Learning
Happy
Honest
Focused
Adaptable
Strong

Tip: If you're not sure, think about what others would say about you, or even ask them.



STEP 4 - RESPONSIBILITY

Consider how much responsibility you are comfortable with.

Do you want to work:

- Alone
- With others
- Managing/supervising work teams
- Following instructions



STEP 5 -INTERESTS

Write a list of your interests. To make it easier for you, separate your work interests from your hobby interests.

Work interests

Environment
Gardening
Building
Administration
Community projects
Music
etc

Hobby interests

Environment
Gardening projects
Reading
Community issues
Working on the car
Music
etc



STEP 6 – NEEDS AND VALUES

Do you want to or need to work:

- Inside or outside
- Part time or full time
- Close to home or can travel
- Near public transport
- Earn a lot of money
- Gain satisfaction from helping others
- Gain satisfaction from having 'made' something



EXAMPLE WORKSHEET

Work Sheet

<i>Your Aptitudes</i>	<i>Your Skills</i>	<i>Your Personality</i>	<i>Your Responsibility preferences</i>	<i>Your Interests</i>	<i>Your Needs & Values</i>



CONGRATULATIONS

You have made a good start on this activity.

Remember, this is a 'working document'. This means that it will change as you grow and change as an individual.

You should revisit this activity from time to time to reflect the changing you.

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