

### **Personal Skills Audit**

Using the Personal Skills Audit below, indicate where you feel your skill level is for each quote.

	Strongly agree	Mostly agree	Neither agree nor disagree	Mostly disagree	Strongly disagree
<b>Organisation</b>					
I like to make a plan and stick to it	X				
I am able to breakdown and categorise tasks to make them more manageable		X			
I like to write down tasks to ensure they are remembered				X	
I am self motivated		X			
I always finish tasks I start		X			
I like to have a clean and neat place to work	X				
I am able to easily locate items I need		X			
<b>Problem solving</b>					
I am able to understand and evaluate problems	X				
I am able to adapt to change			X		
I do not get stressed when problems arise		X			
I am able to think quickly when problems arise		X			
I am able to find logical resolutions to problems		X			
I am able to make decisions quickly when under pressure			X		
I confident to take action when a decision is made		X			
I like to reflect on problems after the event to develop my decision-making skills				X	
<b>Time management</b>					
I am good at estimating how long tasks will take to complete	X				
I am able to prioritise tasks effectively	X				
I complete tasks based on their priority	X				
I plan before completing tasks to ensure I can complete them fully and quickly			X		
I am able to balance different tasks at once		X			
I always stick to deadlines	X				
I set deadlines for myself	X				
I am able to make a list and stick to it				X	
<b>Communication</b>					
I have experience communicating with a range of people	X				
I am able to express my views verbally	X				

# Personal Skills Audit Guide

**IM Harris**



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