

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
Organisation					
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			
Problem solving					
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	
Time management					
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	
Communication					
I have experience communicating with a range of people	X				
I am able to express my views verbally	X				

Personal Skills Audit Guide

Michael Seilmaier



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