

MY S.H.A.P.E. - HOW TO DISCOVER YOUR MOTIVATED ABILITIES

Look over your list of accomplishments again. Circle all verbs that denote actions performed while you were doing each achievement.

Now compare those verbs to the list below and check those abilities you feel you have.

26 SPECIALIZED ABILITIES

Entertaining ability: to perform, act, dance, speak, magic

Recruiting ability: to enlist and motivate people to get involved

Interviewing ability: to discover what others are really like

Researching ability: to read, gather information, collect data

Artistic ability: to conceptualize, picture, draw, paint, photograph, or make renderings

Graphics ability: to lay out, design, create visual displays or banners

Evaluating ability: to analyze data and draw conclusions

Planning ability: to strategize, design and organize programs and events

Managing ability: to supervise people to accomplish a task or event and coordinate the details involved

Counseling ability: to listen, encourage and guide with sensitivity

Teaching ability: to explain, train, demonstrate, and tutor

Writing ability: to write articles, letters, books

Editing ability: to proofread or rewrite

Promoting ability: to advertise or promote events and activities

Repairing ability: to fix, restore, maintain

Feeding ability: to create meals for large or small groups

Recall ability: to remember or recall names and faces

Mechanical operating ability: to operate equipment, tools or machinery

Resourceful ability: to search out and find inexpensive materials or resources needed

Counting ability: to work with numbers, data or money

Classifying ability: to systematize and file books, data, records and materials so they can be retrieved easily

Public Relations ability: to handle complaints and unhappy customers with care and courtesy

Welcoming ability: to convey warmth, develop rapport, making others feel comfortable

Composing ability: to write music or lyrics

Landscaping ability: to do gardening and work with plants

Decorating ability: to beautify a setting for a special event

List your specialized abilities on your PERSONAL PROFILE.