

Identify my Strengths Worksheet



You have strengths in more than just your work or your area of expertise, so you can think about and identify strengths in different areas.

1. For each area, circle 5-10 that relate to you (the lists are just to get you started and there are blank spaces to write your own in).
2. You will notice as you work your way through the areas, that some of the items are repeated in more than one area, that's okay, circle whatever makes sense to you for that area.
3. Once you have circled 5-10, go through your circled list and then pick just the 3 top ones and write them in the space provided.
4. If you get stuck, you can try asking yourself, what would my boss or my work colleague answer to this? And if that still doesn't get you unstuck, you can try actually asking them! Or ask a friend or family member that knows you well.

1. How you work

Efficient	Quick to pick up things	Hard working	Spontaneous	Structured
Ambitious	Quick- thinking	Effective	Leading others	Capable
Collaborative	Focussed	Reliable	Visionary	Prudent
Adaptable	Problem-solver	Meet commitments	Diligent	Decisive
Logical	Credible	Flexible	Disciplined	Professional
Helpful	Consistent	Level-headed	Pragmatic	Useful
Cooperative				

Write your top 3 to form this sentence:

At work, I am _____, _____ and _____.

2. Your values

Ambition	Credibility	Empathy	Responsibility	Strength
Hard work	Discipline	Humility	Efficiency	Kindness
Dependable	Diligence	Loyalty	Caring	Honesty
Collaborating	Respect	Positivity	Creativity	Generosity
Happiness	Capability	Fairness	Trustworthiness	Reliability
Adaptability	Success	Meet commitments	Flexibility	Resilience
Generosity	Consistency	Dignity	Tolerance	Integrity
Professionalism	Prudence	Justice		

Write your top 3 to form this sentence:

I value _____, _____ and _____.



3. Who you are (personality traits)

Intelligent	Inspiring	Friendly	Flexible	Strong
Ambitious	Resilient	Curious	Diligent	Confident
Responsible	Hard working	Consistent	Helpful	Assertive
Motivated	Dynamic	Optimistic	Pragmatic	Kind
Gentle	Sympathetic	Useful	Visionary	Level-headed
Witty	Spiritual	Resourceful	Respectful	Cooperative
Collaborative	Courageous	Humble	Empathetic	Honest
Dependable	Creative	Decisive	Disciplined	Reasonable
Generous	Focussed	Spontaneous	Loyal	Caring
Happy	Relaxed	Prudent	Adventurous	Enthusiastic
Reliable	Adaptable	Capable	Energetic	Trustworthy
Generous	Tolerant	Structured	Adaptable	

Write your top 3 to form this sentence:

I am a _____, _____ and _____ kind of person.

4. Expertise

Customer service	Communicating with people	Time management	Solving Problems	Decision making
Writing	Organisation	Administration	Fixing things	Leadership
Dealing with conflict	Organising people	Organising events	Critical thinking	Teamwork
Creativity	Attention to detail	Negotiation	Project management	Process improvement
Change management				

Write your top 3 to form this sentence:

I am really good at _____, _____ and _____.

5. Your Job skills

For this section, you just need to think about what your area of expertise is (for the jobs/career you are going for) and write what the 'technical' area of your job skill is. For example, if you work in the greenkeeping field, you might write 'golf course management, specifically putting greens'. It is the particular areas in your field that you excel in.

Fill in this sentence:

In my area of expertise I understand, know and have a lot of experience in _____.

