

Personal Management Skills

Select those skills that you enjoy, and those that you are good at, by filling in the "Enjoy" and "Good" columns.

Before using this form:

1. Download and save a copy to your computer or cloud storage.
2. Close the online version and open the copy you saved.
3. Enter your information and save the form.
4. Save again after making changes.

TIME MANAGEMENT		
Skill	Enjoy	Good
Determining priorities (assessing activities and doing what is important first)		
Scheduling (predicting how much time things will take; setting timeframes for activities)		
Recording (using planners such as calendars and appointment books to keep track of activities)		
Assessing (reviewing how time has been used and making changes that will increase efficiency)		
Adjusting (revising my schedule to accommodate changes and unexpected events)		
Being timely (completing work on time/meeting project deadlines; arriving at class, meetings and appointments on time; responding to correspondence, messages, etc. in a reasonable amount of time)		

MONEY MANAGEMENT		
Skill	Enjoy	Good
<p>Setting goals (deciding how I want to manage my money; for example, paying off credit cards at the end of each month)</p>		
<p>Knowing my financial resources (knowing my financial assets and debts)</p>		
<p>Knowing monthly income and expenses (including basics, small purchases and larger long-term purchases)</p>		
<p>Planning (developing a budget tailored to my life and work situation)</p>		
<p>Implementing (following my budget)</p>		
<p>Adjusting (making changes to my budget, if required)</p>		
<p>Anticipating (predicting possible future needs; for example, low income some months, possible emergencies, retirement) and saving/investing money accordingly)</p>		

ORGANIZATIONAL		
Skill	Enjoy	Good
<p>Organizing my work site (keeping my work area neat and clean; taking care of tools, materials and equipment)</p>		
<p>Organizing home activities (efficiently planning and preparing meals, doing household chores, arranging child care, etc.)</p>		
<p>Organizing information (keeping files or binders of information)</p>		

SELF-AS-BUSINESS		
Skill	Enjoy	Good
<p>Assessing quality (determining the merit or worth of work I am are performing)</p>		
<p>Adapting (adjusting to life/work changes and being prepared for the unexpected)</p>		
<p>Risk taking (taking chances based on my assessment of a situation; making decisions and taking action when I am not sure what the outcome will be)</p>		
<p>Learning (using a variety of methods and techniques to acquire needed skills, knowledge and attitudes)</p>		
<p>Building relationships (developing and participating in a variety of associations with others, inside and outside the workplace)</p>		
<p>Collaborating (cooperating with others inside and outside the workplace to achieve shared outcomes)</p>		
<p>Visioning (imagining or forming a mental image of something and determining the steps required to move toward it)</p>		
<p>Personal marketing (presenting my assets in ways that will enhance my work and/or my ability to obtain work)</p>		
<p>Tracking trends (using a number of information sources to follow changes that will affect my life/work)</p>		

HEALTH AND LIFESTYLE		
Consideration	Enjoy	Good
<p>Managing stress (knowing the causes of personal stress and coping with demands and pressures in my life)</p>		
<p>Exercising (being physically active on a regular basis)</p>		
<p>Maintaining a proper diet (eating well and drinking lots of water)</p>		
<p>Sleeping (getting to bed early enough and getting the sleep I need for physical and mental renewal)</p>		
<p>Balancing (balancing the amount of time I spend on all the roles in my life; for example, work, leisure, parenting)</p>		
<p>Relaxing (spending at least 20 minutes each day relaxing, deep breathing, meditating, etc.)</p>		
<p>Managing addiction (admitting to any addictions I have and getting help or treatment)</p>		

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