

## Worksheet 1. Tradeskills Self-Assessment Form

### ***Instructions***

Sit Quietly and reflect on your abilities as they are expressed in your daily work. What are your strengths? What are your weaknesses? Consider practical skills and technical knowledge as well as attitudes, understanding, energy, and emotional ability. Now ask yourself what special opportunities your work gives you to develop greater knowledge and improved skills in each of these areas. How can you take full advantage of those opportunities?

After a period of quiet reflection, use the form that follows to assess the strength of your tradeskills. Be neither overly critical nor overly arrogant about each tradeskill. Be as realistic in your assessment as you can. Make some notes in the space provided that “prove” your assessment is true. What personal real-world data/experiences can you cite to back up your assessments? Avoid using other people’s judgments. Look instead for personal experiences in the day-to-day operation of your business that seem to reflect the score you are giving yourself for each tradeskill.

When you have assessed each tradeskill this way, go back and make some notes in the space provided about what you can do to strengthen the tradeskills that you rated as weak. Try to avoid generalizations or steps that are too big to measure. Instead, pick specific simple action steps that can be checked off as you proceed to improve your tradeskills.

## Self-Assessment for Tradeskills

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1) Being persistent											
Poor	1	2	3	4	5	6	7	8	9	10	Good
<i>Gives up easily, quickly, frequently.</i>						<i>Keeps trying long after energy is used up, long after enthusiasm has waned, long after others have lost interest in continuing or helping.</i>					

How do I know that my rating for this tradeskill is accurate? What are the real-world data?
What do I plan to do to improve this rating? What specific action steps will I take?

2) Facing the facts											
Poor	1	2	3	4	5	6	7	8	9	10	Good
<i>Hangs on long after the evidence shows that its time to let go; unable to learn from empirical evidence.</i>						<i>Willing to let go; able to learn constantly from empirical evidence; willing to change behavior when the weight of the evidence is clear.</i>					

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3) Minimizing risks											
Poor	1	2	3	4	5	6	7	8	9	10	Good
<i>Haphazard or cavalier when facing risks; fails to create backup strategies; seldom looks at alternative ways to utilize current resources.</i>						<i>Methodically studies the risk to minimize losses; creates fall back plans and alternative solutions just in case the main event doesn't work; constantly thinks of alternative uses for all resources.</i>					

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4) Being a hands-on learner											
Poor	1	2	3	4	5	6	7	8	9	10	Good
<i>Enjoys ideas but prefers to let others do the work; would rather hire employees to run business than engage in nitty-gritty; spends more time on the "big picture" than the details; let's someone else do the books; would rather not look at financial information.</i>						<i>Learns by touching and doing; builds personal confidence by participating in all the processes related to business decisions; pays close attention to details; carefully looks at contracts before signing; likes to do own bookkeeping; pays daily attention to financial information.</i>					

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5) Being Good With Numbers											
Poor	1	2	3	4	5	6	7	8	9	10	Good
<i>Fears or dislikes numbers; keeps plenty of money in checking account to guard against bouncing checks; has little interest in or skill with spreadsheets; has no idea how to read a financial statement or what an upper or lower control limit is.</i>						<i>Likes to balance monthly bank statements; enjoys creating spreadsheets to analyze personal and business finances; understands how to read a financial statement and when to use statistical control charts.</i>					

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6) Being Organized and Being Able to Read Carefully											
Poor	1	2	3	4	5	6	7	8	9	10	Good
<i>Is "absent minded professor;" can never find important documents; frequently loses car keys; finds balancing checkbook to be painful; forgets to check car engine oil and tire pressure.</i>						<i>Is clear minded and well organized; knows how to deal with people, keep schedules, meet deadlines, organize paperwork; pay bills, and so forth.</i>					

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7) Self-starting energy											
Poor	1	2	3	4	5	6	7	8	9	10	Good
<i>Lives on coffee and beer; needs to be constantly encouraged by others.</i>						<i>Has the ability to get going without stimulants or pressure from others; can go long periods without recognition from others.</i>					

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8) Cooperation											
Poor	1	2	3	4	5	6	7	8	9	10	Good
<i>Prefers to work alone; doesn't trust others; views the world as cut-throat and competitive.</i>						<i>Enjoys the company of others; believes that people are basically good and want to help; sends customers to associates when appropriate; trades business information with "competitors;" looks forward to annual trade association meetings; participates regularly in some form of continuing education.</i>					

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9) Consistency in behavior											
Poor	1	2	3	4	5	6	7	8	9	10	Good
<i>Unreliable; fails to keep promises; "emotionally unstable," "high strung," overly sensitive to perceived rejection or lack of recognition.</i>						<i>Is reliable and dependable; usually keeps commitments; knows what is important, accepts emotions, does what needs to be done.</i>					

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