SELF-MANAGEMENT SKILLS

Self-management skills relate to how you respond to life situations, how you interact with others, how you relate to your environment, etc. Some may come so naturally to you that they seem more like traits than skills. The fact is they all require practice. They are transferable because they can be developed and demonstrated in all areas of life.

In cases where task-oriented skills can be taught or refined on the job, employers will prioritize candidates with proven self-management skills that fit the job and organization.

Below are examples.Circle skills you can claim based on your typical behavior. If you have a specific example of when you have recently demonstrated the skill, put a check by it. In an interview, you may be asked to provide examples of demonstrating these skills**.**

Adaptable Determined Sincere Observant

Alert Open-minded Spontaneous Orderly

Stable Appreciative Empathetic Outgoing

Patient Peaceful Tactful Perceptive

Ethical Persistent Thorough Balanced

Thoughtful Broad-minded Fair-minded Poised

Tolerant Flexible Polite Calm

Positive Trustworthy Truthful Careful

Frugal Precise Understanding Generous

Proactive Genial Productive Versatile

Clear Prudent Helpful Punctual

Purposeful Confident Quick Congenial

Rational Engaged Conscientious Industrious

Realistic Consistent Reasonable Cooperative I Reflective Judicious Reliable Responsible

Responsive Self-starting Accountable Self-aware

N O T E:

Job-seekers who connect their skills to the target position leave a much better impression on employers. Research your target job, organization, and industry and identify how your functional and self-management skills apply.