

# Your Skills

## Workbook

A guided workbook for reflection,  
awareness, and intentional growth.

SELF-GROWTH JOURNEY

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# Your Skills

Many of the skills we rely on every day become so familiar that we stop fully noticing them.

Some were learned through work, education, or experience.  
Others were developed quietly over time through repetition, responsibility, curiosity, or necessity.

Skills are not only technical abilities.

They also include the ways you solve problems, communicate, adapt, create, organize, support others, and move through the challenges of daily life.

This workbook is an invitation to slow down and explore the skills you've developed with more awareness and appreciation.

Not to measure yourself against anyone else.  
Not to prove your value through productivity or achievement.  
But to recognize the abilities, strengths, and capabilities that already support your life in meaningful ways.

As you move through these pages, you may begin to notice patterns in what comes naturally to you, what you've worked hard to build, and what you may want to continue developing over time.

Some skills may feel obvious and easy to name.  
Others may be quieter, overlooked, or difficult to fully acknowledge.  
That's completely okay.

Take what resonates.  
Leave space for uncertainty.  
Return to anything that feels important.

This is not about becoming more impressive.  
**It's about becoming more aware of the abilities you already carry with you.**



## Exploring Your Skills

Skills are abilities you've developed through learning, practice, repetition, and experience.

Some may feel highly developed and natural to you. Others may still be evolving.

As you reflect, consider skills across different areas of life:

- professional or technical abilities
- communication and relationship skills
- creative abilities
- organizational or problem-solving skills
- practical everyday capabilities

Notice which skills:

- come naturally
- have required significant effort to develop
- consistently help you move through life more effectively
- you rely on most often

You may also notice skills you value but want to strengthen further.

The goal here is not to measure yourself perfectly, but to build a clearer picture of the abilities you've developed over time.



## Technical & Practical Skills

Think about the things you've learned or practiced over time. These may come from your work, your studies, or simply from life experience—things you've figured out, improved, or become familiar with along the way.

You don't need to focus on what is most advanced or impressive—just what feels real and present in your life right now.

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## Interpersonal & Personal Skills

You can use the next six pages as a guide to help you notice skills you may already have, but don't always think about.

Communication Skills	
Active Listening	Patience
Clarity	Persuasion
Confidence	Positive Reinforcement
Diplomacy	Presentation Skills
Empathy	Public Speaking
Friendliness	Sensitivity
Humor	Storytelling
Negotiation	Tolerance
Networking	Verbal Communication
Non-Verbal Communication	Visual Communication
	Written Communication





## Interpersonal & Personal Skills

Leadership & Influence Skills	
People Management	Facilitating
Project Management	Giving Clear Feedback
Remote Team Management	Managing Difficult Conversations
Talent Management	Mentoring
Virtual Team Management	Strategic Planning
Meeting Management	Supervising
Agility	Team-Building
Coaching	Versatility
Conflict or Dispute Resolution	Authenticity
Cultural Intelligence	Encouraging
Deal-Making	Generosity
Decision-Making	Humility
Delegation	Inspiring



## Interpersonal & Personal Skills

Personal Effectiveness Skills	
Attentive	Motivated
Business Ethics	Open-Minded
Calm	Optimistic
Commitment	Perseverant
Competitiveness	Professional
Curiosity	Punctual
Dependability	Reliable
Discipline	Resilient
Emotion Management	Responsible
Highly Organized	Results-Oriented
Independence	Taking Criticism
Initiative	Tolerance of Uncertainty
Integrity	Willingness to Learn





## Interpersonal & Personal Skills

Self-Management Skills	
Acuity	Planning
Allocating Resources	Prioritization
Coping	Recall
Critical Observation	Scheduling
Focus	Sense of Urgency
Goal-Setting	Streamlining
Introspection	Stress Management
Memory	Task Planning
Organization	Task Tracking
Personal Time Management	Time Awareness
	Work-Life Balance



## My Core Technical & Practical Skills

Now, pause and look back at the skills you've noticed.

Do not focus on the most advanced or impressive—focus on the ones that feel most present in your life right now.

Choose a few skills that feel meaningful to you.

	Skill	Where does this show up in your life?
1		
2		
3		
4		
5		



## My Core Interpersonal & Personal Skills

Next, reflect on how you relate and move through the world.

You don't need to choose the "best" qualities—just the ones that feel most true for you.

Choose a few skills that feel meaningful to you.

	Skill	Where does this show up in your life?
1		
2		
3		
4		
5		



## Reflection

Looking back at the skills you identified, what stands out to you?

You may notice patterns in the kinds of abilities you've developed most strongly—or in the areas where you naturally invest your attention, energy, or curiosity.

Some skills may reflect necessity. Others may reflect interest, personality, environment, or long-term goals.

**What do these skills suggest about the way you move through the world?**

A large area of dotted lines for writing, consisting of 20 horizontal rows of small dots.

# Continue Your Journey

Thank you for taking the time to reflect on the skills and abilities that support your life, work, and growth.

Skills are not only measures of achievement or productivity.

They are also reflections of experience, effort, adaptability, curiosity, and the many ways you've learned to navigate the world over time.

Some of the skills you explored may feel deeply familiar and well-developed. Others may feel like areas you want to strengthen, revisit, or continue growing into.

Small moments of awareness can deepen your confidence, clarify your direction, and help you recognize the capabilities you already possess.

If something in these pages resonated with you, you may want to continue exploring the broader Self-Growth Journey Blueprint, along with additional guided workbooks and reflective resources available through SGJ.

Take what feels helpful.  
Leave what doesn't.  
Return whenever you need to.

## **Explore the Full Blueprint:**

[sgjourney.life/blueprint](https://sgjourney.life/blueprint)

*Additional printable tools, planning pages, and guided growth resources are available online.*

selfgrowthjourney.life