



Self-Growth Journey

Heart

Body

Life

Mind

Creating the Amazing Life That You Deserve

This worksheet is a part of the
Self-Growth Journey™ Program.

To read more about the program or to
download the full package, visit:

<https://iulianionescu.com/self-growth-journey/>



Instructions

1. Document your Hard Skills first by writing:
 - The skill name
 - The skill level (1-5)
2. Next, document your Soft Skills by going through the examples in each category and circling the ones that apply to you.
3. Rank your top 5 hard and soft skills and provide details on the following sheets.

Note:

- **Hard Skills** are specific to a job or activity. They are things you have learned, and now you can perform them well in the context of a specific job. Examples: programming, cooking, drawing.
- **Soft Skills** are skills that can apply anywhere. They are a part of your personality, although you can learn how to be better at them. Examples: public speaking, patience, analytical thinking.



Hard Skills

Skill	Level (1-5)
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Hard Skills, continued

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Soft Skills

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



Soft Skills

Problem-Solving Skills

Analysis	Inspiration
Artistic Sense	Lateral Thinking
Brainstorming	Logical Reasoning
Design	Mind Mapping
Design Sense	Observation
Divergent Thinking	Persistence
Experimenting	Questioning
Imagination	Reframing
Innovation	Troubleshooting
Insight	



Soft Skills

Leadership 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



Soft Skills

Work Ethic 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	Trainable



Soft Skills

Teamwork Skills

Accepting Feedback	Intercultural Competence
Collaborative	Interpersonal Relationships Skills
Cooperation	Mediation
Coordination	Office Politics Management
Deal with Difficult Situations	Personality Conflicts Management
Disability Awareness	Respectfulness
Diversity Awareness	Sales Skills
Emotional Intelligence	Self-Awareness
Idea Exchange	Social Skills
Influential	



Soft Skills

Time 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



Top 5 Hard Skills

	Hard Skill	How and where do you mostly use it?
1		
2		
3		
4		
5		



Top 5 Soft Skills

	Soft Skill	How and where do you mostly use it?
1		
2		
3		
4		
5		



My Narrative - Skills

What advantages do these skills give you?

A large area of the page filled with a grid of small dots, intended for writing a narrative response to the question above.