***Skills Identification Worksheet***

**Directions:**

1. Read over the list of skills on the next page circle the ones that you think are your strongest
2. Put a check mark next to a skill that you feel your mental illness gets in the way of you mastering.

**Here are some questions to think about:**

Of the skills you circled as your strongest, what do you think are your top three skills?

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your Life Goal? (Please circle)

Vocational Educational Living Relationships Health Other

Of the barriers from your mental illness what skills will you practice to overcome these barriers in Structured Skills Development Services?

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What coping skills classes are you taking or have you taken to help you overcome barriers to your life goal?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Skill List**

**Communication Skills**

\_\_\_ reading and following directions

\_\_\_ putting things in alphabetical order

\_\_\_ comparing or cross-checking two lists

\_\_\_ filling out forms

\_\_\_ writing letters and memos correctly

\_\_\_ reading and understanding policies and memos

\_\_\_ writing reports

\_\_\_ speaking to people I don’t know

\_\_\_ speaking English *and* another Language

\_\_\_ taking notes while someone speaks

\_\_\_ finding information (getting what I need to know out of the phonebook, a dictionary, the library, etc.)

\_\_\_ using a map

\_\_\_ reading bus, train, and plane schedules

\_\_\_ explaining things to other people

\_\_\_ knowing when to ask for help or more explanation

**Number Skills**

\_\_\_ doing arithmetic correctly

\_\_\_ using percentages and decimals

\_\_\_ using a calculator

\_\_\_ rounding off numbers

\_\_\_ typing/keyboarding

\_\_\_ calculating hours worked, money owed, etc.

\_\_\_ estimating costs and/or time needed to complete a job

\_\_\_ using a database program on a computer

**Business Skills**

\_\_\_ operating a computer

\_\_\_ using a business telephone

\_\_\_ filing, sorting, and classifying information

\_\_\_ balancing checkbooks

\_\_\_ working with budgets

\_\_\_ setting up and closing out a cash register

**Technical Skills**

\_\_\_ making, fixing, and repairing things

\_\_\_ operating machinery

\_\_\_ installing things

\_\_\_ building things

\_\_\_ gardening, landscaping, or farming

**Creative/Artistic Skills**

\_\_\_ **artistic**

\_\_\_ **drawing**

\_\_\_ **expressing**

\_\_\_ **performing**

\_\_\_ **presenting artistic ideas**

\_\_\_ **dancing, body movement**

\_\_\_ **visualizing shapes**

\_\_\_ **designing**

\_\_\_ **model making**

\_\_\_ **making handicrafts**

\_\_\_ **writing poetry**

\_\_\_ **illustrating, sketching**

\_\_\_ **doing photography**

\_\_\_ **mechanical drawing**

**People Skills**

\_\_\_ showing warmth and caring

\_\_\_ calming people down

\_\_\_ helping people complete a task

\_\_\_ teaching someone how to do something

\_\_\_ knowing how to get along with different people/personalities

\_\_\_ leading groups or activities

**Management and Self-Management Skills**

\_\_\_ being patient with others

\_\_\_ keeping a cheerful attitude

\_\_\_ getting interested/excited about the task at hand

\_\_\_ offering to help when needed

\_\_\_ knowing how to take direction

\_\_\_ motivating myself to do what needs to get done

\_\_\_ helping motivate others to get the job done

\_\_\_ prioritizing tasks so that the larger goal is met on time

\_\_\_ following the rules

\_\_\_ presenting a neat and professional image

\_\_\_ checking my own work

\_\_\_ working hard without complaining

\_\_\_ using courtesy when dealing with others

\_\_\_ seeking help when needed

\_\_\_ being eager to learn

\_\_\_ speaking up for myself

\_\_\_ solving problems in a cooperative way