

W I S C O N S I N

# JOB CENTER

# Self-management Skills



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Self-management skills tell an employer whether or not your personality fits the personality of the company, the bosses, and the co-workers.

Over 50 percent of the people who are not successful on the job have trouble with their co-workers and bosses, so it's important for you to show employers how you fit into their operations.

Many employers would rather hire an inexperienced worker with good self-management skills than an experienced worker who might cause problems.

If you are not sure what kind of management skills you have, do the exercise on the following pages. This exercise will help you identify your strongest self-management skills.

#### Other publications on resumes and applications

Personal Data Record  
(DWSJ-4937-P)  
Thoughts on Resumes  
(DWSJ-4658-P)  
Resume Writing— A Basic Guide  
(DWSJ-9433-P)

#### Publications on related topics

##### INTERVIEWING

Keys to Successful Interviewing  
(DWSJ-6951-P)  
Hidden Elements of Interviewing  
(DWSJ-9484-P)  
Informational Interviewing  
(DWSJ-9407-P)

##### JOB SEARCH

Tips on Finding Summer Jobs  
(DWSJ-5641-P)  
Job Search Issues  
(DWSJ-8456-P)  
Where to Look for Job Opportunities  
(DWSJ-9467-P)

DWSJ-8960-P (R. 05/2002)

## Self-management skills

Review this list of self-management skills and check any three that you believe you exhibit over 50% of the time. Place a second check next to the 10 skills that you believe would be most important in the next job you have that meets your primary job objective.

<b>I Exhibit</b>	<b>Next Job</b>		<b>I Exhibit</b>	<b>Next Job</b>		<b>I Exhibit</b>	<b>Next Job</b>	
<input type="checkbox"/>	<input type="checkbox"/>	academic	<input type="checkbox"/>	<input type="checkbox"/>	conservative	<input type="checkbox"/>	<input type="checkbox"/>	forceful
<input type="checkbox"/>	<input type="checkbox"/>	active	<input type="checkbox"/>	<input type="checkbox"/>	considerate	<input type="checkbox"/>	<input type="checkbox"/>	formal
<input type="checkbox"/>	<input type="checkbox"/>	accurate	<input type="checkbox"/>	<input type="checkbox"/>	cool	<input type="checkbox"/>	<input type="checkbox"/>	frank
<input type="checkbox"/>	<input type="checkbox"/>	adaptable	<input type="checkbox"/>	<input type="checkbox"/>	cooperative	<input type="checkbox"/>	<input type="checkbox"/>	friendly
<input type="checkbox"/>	<input type="checkbox"/>	adventurous	<input type="checkbox"/>	<input type="checkbox"/>	courageous	<input type="checkbox"/>	<input type="checkbox"/>	generous
<input type="checkbox"/>	<input type="checkbox"/>	affectionate	<input type="checkbox"/>	<input type="checkbox"/>	creative	<input type="checkbox"/>	<input type="checkbox"/>	gentle
<input type="checkbox"/>	<input type="checkbox"/>	aggressive	<input type="checkbox"/>	<input type="checkbox"/>	curious	<input type="checkbox"/>	<input type="checkbox"/>	good-natured
<input type="checkbox"/>	<input type="checkbox"/>	alert	<input type="checkbox"/>	<input type="checkbox"/>	daring	<input type="checkbox"/>	<input type="checkbox"/>	healthy
<input type="checkbox"/>	<input type="checkbox"/>	ambitious	<input type="checkbox"/>	<input type="checkbox"/>	deliberate	<input type="checkbox"/>	<input type="checkbox"/>	helpful
<input type="checkbox"/>	<input type="checkbox"/>	artistic	<input type="checkbox"/>	<input type="checkbox"/>	democratic	<input type="checkbox"/>	<input type="checkbox"/>	honest
<input type="checkbox"/>	<input type="checkbox"/>	assertive	<input type="checkbox"/>	<input type="checkbox"/>	dependable	<input type="checkbox"/>	<input type="checkbox"/>	humorous
<input type="checkbox"/>	<input type="checkbox"/>	attractive	<input type="checkbox"/>	<input type="checkbox"/>	determined	<input type="checkbox"/>	<input type="checkbox"/>	idealistic
<input type="checkbox"/>	<input type="checkbox"/>	bold	<input type="checkbox"/>	<input type="checkbox"/>	dignified	<input type="checkbox"/>	<input type="checkbox"/>	imaginative
<input type="checkbox"/>	<input type="checkbox"/>	broad-minded	<input type="checkbox"/>	<input type="checkbox"/>	discreet	<input type="checkbox"/>	<input type="checkbox"/>	independent
<input type="checkbox"/>	<input type="checkbox"/>	businesslike	<input type="checkbox"/>	<input type="checkbox"/>	dominant	<input type="checkbox"/>	<input type="checkbox"/>	individualistic
<input type="checkbox"/>	<input type="checkbox"/>	calm	<input type="checkbox"/>	<input type="checkbox"/>	eager	<input type="checkbox"/>	<input type="checkbox"/>	industrious
<input type="checkbox"/>	<input type="checkbox"/>	careful	<input type="checkbox"/>	<input type="checkbox"/>	easygoing	<input type="checkbox"/>	<input type="checkbox"/>	informal
<input type="checkbox"/>	<input type="checkbox"/>	cautious	<input type="checkbox"/>	<input type="checkbox"/>	efficient	<input type="checkbox"/>	<input type="checkbox"/>	ingenious
<input type="checkbox"/>	<input type="checkbox"/>	charming	<input type="checkbox"/>	<input type="checkbox"/>	emotional	<input type="checkbox"/>	<input type="checkbox"/>	intellectual
<input type="checkbox"/>	<input type="checkbox"/>	cheerful	<input type="checkbox"/>	<input type="checkbox"/>	energetic	<input type="checkbox"/>	<input type="checkbox"/>	intelligent
<input type="checkbox"/>	<input type="checkbox"/>	clear-thinking	<input type="checkbox"/>	<input type="checkbox"/>	enterprising	<input type="checkbox"/>	<input type="checkbox"/>	intensive
<input type="checkbox"/>	<input type="checkbox"/>	clever	<input type="checkbox"/>	<input type="checkbox"/>	enthusiastic	<input type="checkbox"/>	<input type="checkbox"/>	kind
<input type="checkbox"/>	<input type="checkbox"/>	competent	<input type="checkbox"/>	<input type="checkbox"/>	fair-minded	<input type="checkbox"/>	<input type="checkbox"/>	leisurely
<input type="checkbox"/>	<input type="checkbox"/>	competitive	<input type="checkbox"/>	<input type="checkbox"/>	farsighted	<input type="checkbox"/>	<input type="checkbox"/>	lighthearted
<input type="checkbox"/>	<input type="checkbox"/>	confident	<input type="checkbox"/>	<input type="checkbox"/>	firm	<input type="checkbox"/>	<input type="checkbox"/>	likable
<input type="checkbox"/>	<input type="checkbox"/>	conscientious	<input type="checkbox"/>	<input type="checkbox"/>	flexible	<input type="checkbox"/>	<input type="checkbox"/>	logical



I Exhibit

Next Job

loyal

mature

methodical

meticulous

mild

moderate

modest

natural

obliging

open-minded

opportunistic

optimistic

organized

original

outgoing

painstaking

patient

peaceable

persevering

pleasant

poised

polite

practical

precise

progressive

prudent

I Exhibit

Next Job

purposeful

pressure-resistant

punctual

productive

quick

quiet

rational

realistic

reasonable

reflective

relaxed

reliable

reserved

resourceful

responsible

retiring

robust

self-confident

sensible

sensitive

serious

sharp-witted

sincere

sociable

spontaneous

spunky

I Exhibit

Next Job

stable

steady

strong

strong-minded

sympathetic

tactful

teachable

tenacious

thorough

thoughtful

tolerant

tough

trusting

trustworthy

unaffected

unassuming

understanding

unexcitable

uninhibited

verbal

versatile

warm

wholesome

wise

witty

zany

Now, select two of your strongest self-management skills and write these as complete statements.

Then include examples from your own experiences that support your statements. Also, show a connection between each skill and the job you want.



### Self-management skills

Statement \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Example \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Connection \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Self-management skills

Statement \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Example \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Connection \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_