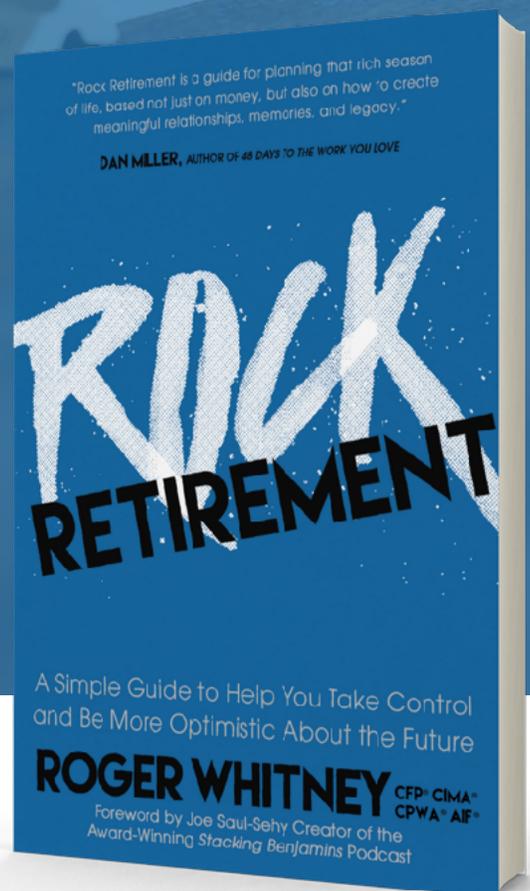


Skill Development Worksheet

**BROUGHT TO YOU BY
THE RETIREMENT
ANSWER MAN**

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You are your greatest asset.

That's why investing in yourself can have huge returns.

New skills may get you the promotion you've been eyeing. They may make you so valuable, your company can't imagine doing without you. New skills may even allow you to make the jump from full-time employment to a less demanding, more emotionally rewarding position in retirement. Particularly in today's fast-changing workplace, we must constantly acquire new skills or risk becoming obsolete.

How do you decide where to begin? Take a look at your profession. What is the ONE thing you can do to improve your income? Below are some ideas to stimulate your thinking.

1. Go to a trusted colleague or manager and get their feedback. What do they see as your special skill? Oftentimes, others see what we cannot.
2. Identify and nurture your natural talents. These may or may not be related to your career.
3. Do your research. Find a course or coach who can help you improve your abilities.
4. If it makes sense, join an association or group that can help you grow your knowledge and your network.
5. Once you've identified your ONE thing, set a S.M.A.R.T. Sprint to take a step towards improving your skills. Remember, ideas have little value, execution is where the power lies.

Hard Skills

Specific Teachable Abilities That Can Be Measured Or Quantified.

Industry certifications
 Accounting and bookkeeping
 Project management
 Writing
 Proficiency in another language
 Operating machinery

Trade skills, including:
 Carpentry
 Electrical work
 Plumbing
 Sewing

Technology skills, including:
 Ability to use software (like Powerpoint, Word, and Excel)
 Ability to use hardware
 Programming

Soft Skills

Still Important, But Less Able To Be Measured, Like The Ability To Get Along Well With Others

Presenting or public speaking
 Counseling
 Coaching
 Consulting
 Interpersonal Communication
 Intercultural Communication
 Management/leadership
 Negotiation
 Organization



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