

The Skill Set Analyzer

The Directive	The Answers
List your responsibilities at your job or your company	
List the specific tasks associated with these responsibilities	
List any other tasks you do at your job, even though they are not your responsibility—because you like to or because you feel compelled to do them	
List the industries and markets in which you have experience	
List the tasks you do at home	
List the activities you find yourself doing in your free time	
List the tasks others often ask you to help them with	
List the tasks you are good at and might take for granted	