

Self-management Skills

Your ability to adapt to a new work environment is equally as important to an employer as your skill set. Self-management refers to your work values, or the style in which you perform your work.

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 its 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.

Resumes and Applications publications:

- Avoid Application Form Errors
- Employment Skills
- Transferable Skills
- Thoughts on Resumes
- Personal Data Record

Publications available in these topic areas:

- Job Search
- Interviewing
- Job Readiness



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.

I Exhibit	Next Job		I Exhibit	Next Job		I Exhibit	Next Job	
<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 | |
|--------------------------|--------------------------|---------------|
| <input type="checkbox"/> | <input type="checkbox"/> | loyal |
| <input type="checkbox"/> | <input type="checkbox"/> | mature |
| <input type="checkbox"/> | <input type="checkbox"/> | methodical |
| <input type="checkbox"/> | <input type="checkbox"/> | meticulous |
| <input type="checkbox"/> | <input type="checkbox"/> | mild |
| <input type="checkbox"/> | <input type="checkbox"/> | moderate |
| <input type="checkbox"/> | <input type="checkbox"/> | modest |
| <input type="checkbox"/> | <input type="checkbox"/> | natural |
| <input type="checkbox"/> | <input type="checkbox"/> | obliging |
| <input type="checkbox"/> | <input type="checkbox"/> | open-minded |
| <input type="checkbox"/> | <input type="checkbox"/> | opportunistic |
| <input type="checkbox"/> | <input type="checkbox"/> | optimistic |
| <input type="checkbox"/> | <input type="checkbox"/> | organized |
| <input type="checkbox"/> | <input type="checkbox"/> | original |
| <input type="checkbox"/> | <input type="checkbox"/> | outgoing |
| <input type="checkbox"/> | <input type="checkbox"/> | painstaking |
| <input type="checkbox"/> | <input type="checkbox"/> | patient |
| <input type="checkbox"/> | <input type="checkbox"/> | peaceable |
| <input type="checkbox"/> | <input type="checkbox"/> | persevering |
| <input type="checkbox"/> | <input type="checkbox"/> | pleasant |
| <input type="checkbox"/> | <input type="checkbox"/> | poised |
| <input type="checkbox"/> | <input type="checkbox"/> | polite |
| <input type="checkbox"/> | <input type="checkbox"/> | practical |
| <input type="checkbox"/> | <input type="checkbox"/> | precise |
| <input type="checkbox"/> | <input type="checkbox"/> | progressive |
| <input type="checkbox"/> | <input type="checkbox"/> | prudent |

- | I Exhibit | Next Job | |
|--------------------------|--------------------------|--------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | purposeful |
| <input type="checkbox"/> | <input type="checkbox"/> | pressure-resistant |
| <input type="checkbox"/> | <input type="checkbox"/> | punctual |
| <input type="checkbox"/> | <input type="checkbox"/> | productive |
| <input type="checkbox"/> | <input type="checkbox"/> | quick |
| <input type="checkbox"/> | <input type="checkbox"/> | quiet |
| <input type="checkbox"/> | <input type="checkbox"/> | rational |
| <input type="checkbox"/> | <input type="checkbox"/> | realistic |
| <input type="checkbox"/> | <input type="checkbox"/> | reasonable |
| <input type="checkbox"/> | <input type="checkbox"/> | reflective |
| <input type="checkbox"/> | <input type="checkbox"/> | relaxed |
| <input type="checkbox"/> | <input type="checkbox"/> | reliable |
| <input type="checkbox"/> | <input type="checkbox"/> | reserved |
| <input type="checkbox"/> | <input type="checkbox"/> | resourceful |
| <input type="checkbox"/> | <input type="checkbox"/> | responsible |
| <input type="checkbox"/> | <input type="checkbox"/> | retiring |
| <input type="checkbox"/> | <input type="checkbox"/> | robust |
| <input type="checkbox"/> | <input type="checkbox"/> | self-confident |
| <input type="checkbox"/> | <input type="checkbox"/> | sensible |
| <input type="checkbox"/> | <input type="checkbox"/> | sensitive |
| <input type="checkbox"/> | <input type="checkbox"/> | serious |
| <input type="checkbox"/> | <input type="checkbox"/> | sharp-witted |
| <input type="checkbox"/> | <input type="checkbox"/> | sincere |
| <input type="checkbox"/> | <input type="checkbox"/> | sociable |
| <input type="checkbox"/> | <input type="checkbox"/> | spontaneous |
| <input type="checkbox"/> | <input type="checkbox"/> | spunky |

- | I Exhibit | Next Job | |
|--------------------------|--------------------------|---------------|
| <input type="checkbox"/> | <input type="checkbox"/> | stable |
| <input type="checkbox"/> | <input type="checkbox"/> | steady |
| <input type="checkbox"/> | <input type="checkbox"/> | strong |
| <input type="checkbox"/> | <input type="checkbox"/> | strong-minded |
| <input type="checkbox"/> | <input type="checkbox"/> | sympathetic |
| <input type="checkbox"/> | <input type="checkbox"/> | tactful |
| <input type="checkbox"/> | <input type="checkbox"/> | teachable |
| <input type="checkbox"/> | <input type="checkbox"/> | tenacious |
| <input type="checkbox"/> | <input type="checkbox"/> | thorough |
| <input type="checkbox"/> | <input type="checkbox"/> | thoughtful |
| <input type="checkbox"/> | <input type="checkbox"/> | tolerant |
| <input type="checkbox"/> | <input type="checkbox"/> | tough |
| <input type="checkbox"/> | <input type="checkbox"/> | trusting |
| <input type="checkbox"/> | <input type="checkbox"/> | trustworthy |
| <input type="checkbox"/> | <input type="checkbox"/> | unaffected |
| <input type="checkbox"/> | <input type="checkbox"/> | unassuming |
| <input type="checkbox"/> | <input type="checkbox"/> | understanding |
| <input type="checkbox"/> | <input type="checkbox"/> | unexcitable |
| <input type="checkbox"/> | <input type="checkbox"/> | uninhibited |
| <input type="checkbox"/> | <input type="checkbox"/> | verbal |
| <input type="checkbox"/> | <input type="checkbox"/> | versatile |
| <input type="checkbox"/> | <input type="checkbox"/> | warm |
| <input type="checkbox"/> | <input type="checkbox"/> | wholesome |
| <input type="checkbox"/> | <input type="checkbox"/> | wise |
| <input type="checkbox"/> | <input type="checkbox"/> | witty |
| <input type="checkbox"/> | <input type="checkbox"/> | zany |

Now, from the items you have checked, select two of your strongest self-management skills. Write these as complete statements in the spaces below.

Then, include examples from your own experiences to support your statements.



Describe the connection between each skill and the job you are seeking.

This information will be useful as you prepare to correspond and interview with prospective employers.

Self-management skills

Statement _____

Example _____

Connection _____

Self-management skills

Statement _____

Example _____

Connection _____

STATE OF WISCONSIN



Department of Workforce Development

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