

Inventory of Personal Skills

Directions:* Think about which of the skills and strategies below you use on a regular basis in your personal or professional life. Put a check mark next to those you use often and write an example of when you use the skill or strategy.

Skills and Strategies Which skills and strategies do you use on a regular basis? <i>In my personal or professional life, I...</i>	Put a check mark here for those you use on a regular basis.	Example Give an example of when you use this skill or strategy in your personal or professional life.
Use multiple note-taking strategies		
Use graphic organizers when planning projects		
Use technology to solve problems		
Make predictions before reading a text		
Use information to draw conclusions and make decisions		
Synthesize information from multiple sources		
Compare and contrast ideas or things		
Interpret charts and tables		
Collaborate using technology		
Scan written text for specific information		
Use context clues to understand new information		
Use evidence to support an argument		
Adapt my language to a variety of contexts and communicative tasks		
Read texts differently depending on my purpose		

*If you are working through the module with colleagues, talk to as many people as you can in 10-15 minutes and match their names to the **strategies and skills** they say they employ on a regular basis in their personal or professional lives. Write someone's name no more than two times. Ask people to give you an example of how they use those strategies and skills.