MOTIVATED SKILLS CARD SORT

© 2007 Richard L. Knowdell. All rights reserved. No portion of this publication may be reproduced, distributed, stored in a retrieval system, or transmitted in any form or by any means, including electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of the publisher—Career Research & Testing, Inc. www.careernetwork.org.
MOTIVATED SKILLS CARD SORT

Step 1

Place the five **black** category cards in the following order:

- **Total Delight**
- **Enjoy Using Very Much**
- **Like Using**
- **Prefer Not To Use**
- **Strongly Dislike Using**

Place them in a vertical column on the left side of a clear, flat work surface.
MOTIVATED SKILLS CARD SORT

Step 2

Sort the entire deck of 51 Skill Cards into five stacks to the right of the five category cards, according to how much you enjoy using the skill (or would enjoy using it if you could).

Be sure to put at least five cards in the top and bottom stacks.
Step 3

Turn each of the five vertical category cards over (so you can not read them).

Next, place the three additional category cards across the top of your work area, with ‘Highly Proficient’ above the stacks of cards and the others to the right as above.
Next, consider each of the Skill Cards according to how good you are at performing it, and sort each of the five stacks to the right.

Compare each skill only with the other skills in that stack.

You must assign at least one skill to each category.
Step 5

Continue to the second stack and sort it into three stacks.

Continue on to the 3rd, 4th, and 5th stacks, keeping in mind that you must assign at least one card to each of the 15 cells of the matrix.
Continue on to the 3rd, 4th, and 5th stacks, keeping in mind that you must assign at least one card to each of the 15 cells of the matrix.
Step 7

Continue on to the 4th and 5th stacks, keeping in mind that you must assign at least one card to each of the 15 cells of the matrix.
MOTIVATED SKILLS CARD SORT

TOTALY DELIGHT IN USING

ENJOY USING VERY MUCH

LIKE USING

PREFER NOT TO USE

STRONGLY DISLIKE USING

HIGHLY PROFICIENT

COMPETENT

LACK DESIRED SKILL LEVEL

COMPUTER LITERATE

PLAN, ORGANIZE

OBSERVE

TEACH, TRAIN

ADAPT TO CHANGE

MAINTAIN RECORDS

WORK WITH NUMBERS

MAKE ARRANGEMENTS

INTERVIEW FOR INFORMATION

CUSTOMER SERVICE

CONCEPTUALIZE

ENTERTAIN/PERFORM

BUDGET

CONCEIVE

INTERVIEW FOR INFORMATION

Solve Problems. Solve Problems and Challenges That Satisfy Customers.

CONCEIVE and Internally Develop Concepts and Ideas.


Economize. Save. Stretch Money or Other Sources.


Maintain Arrangements. Coordinate Events. Handle Logistics.

Make Arrangements. Coordinate Events. Handle Logistics.

Like and Solve Solve Problems, Schedule and Develop Projects or Programs.


Classify. Categorize. Sort terminate Data, People, or Things.


Like and Solve Solve Problems. Solve Problems and Challenges That Satisfy Customers.

Make Arrangements. Coordinate Events. Handle Logistics.

Interview for Information. Show Up and Ask Through Involuntary Questioning.

Like and Solve Solve Problems. Solve Problems and Challenges That Satisfy Customers.


Classify. Categorize. Sort terminate Data, People, or Things.


Like and Solve Solve Problems. Solve Problems and Challenges That Satisfy Customers.


Classify. Categorize. Sort terminate Data, People, or Things.


Like and Solve Solve Problems. Solve Problems and Challenges That Satisfy Customers.


Classify. Categorize. Sort terminate Data, People, or Things.


Like and Solve Solve Problems. Solve Problems and Challenges That Satisfy Customers.
MOTIVATED SKILLS CARD SORT

HIGHLY PROFICIENT

COMPETENT

LACK DESIRED SKILL LEVEL

TOTALLY DELIGHT IN USING

ENJOY USING VERY MUCH

LIKE USING

PREFER NOT TO USE

STRONGLY DISLIKE USING

COMPUTER LITERATE

Plan, Organize

OBSERVE

Study, Simulate, Observe Data, People, or Things Scientifically.

MANAGE RECORDS

Keep Accounts and Up-to-Date Records, Log, Report, Inventory, Graph, Tabulate Data.

TEACH, TRAIN

Inform, Expose, Educate to Students, Employees, or Customers.

MAKE ARRANGEMENTS

Coordinate Events, Handle Logistics.

TEACH, TRAIN

Inform, Expose, Educate to Students, Employees, or Customers.

MAKE ARRANGEMENTS

Coordinate Events, Handle Logistics.

WORK WITH NUMBERS

Basic Calculate, Compute, Organize, Understand and Calculate Numerical and Quantitative Problems.

CONCEPTUALIZE

Conceive and Internalize Develop Concepts and Ideas.

INTERVIEW FOR INFORMATION

Saw Out Subjects Through Involuntary Questioning.

DEMONSTRATE

Demonstrate, Show, Display, Art, Play Music For, Give a Demonstration to, Speak to an Audience.

CUSTOMER SERVICE

Effectively Solve Problems and Challenges That Satisfy Customers.

MEDiate

Manage Conflict, Resolve Differences.

ENTertain/Perform

Amuse, Amuse, Dance, Art, Play Music For, Give a Demonstration to, Speak to an Audience.
MOTIVATED SKILLS CARD SORT

TOTALY DELIGHT IN USING

ENJOY USING VERY MUCH

LIKE USING

PREFER NOT TO USE

STRONGLY DISLIKE USING

HIGHLY PROFICIENT

COMPEENT

LACK DESIRED SKILL LEVEL

BURN-OUT SKILLS
MOTIVATED SKILLS CARD SORT

TOTALY DELIGHT IN USING

ENJOY USING VERY MUCH

LIKE USING

PREFER NOT TO USE

STRONGLY DISLIKE USING

HIGHLY PROFICIENT

COMPETENT

LACK DESIRED SKILL LEVEL

DEVELOPMENTAL SKILLS

- PLAN, ORGANIZE
  - Define goals and objectives.
  - Schedule and develop projects or programs.

- ADAPT TO CHANGE
  - Easily and swiftly respond to changing assignments.
  - Work in changing and ambiguous environments.

- MAINTAIN RECORDS
  - Keep accurate and up-to-date records.
  - Use records, logs, reports, indexes, charts, timelines, and dates.

- MAKE ARRANGEMENTS
  - Coordinate events, handle logistics.

- WORK WITH NUMBERS
  - Easily calculate, compute, organize, understand, and solve numerical and quantitative problems.

- CONCEPTUALIZE
  - Conceptualize and internally develop concepts and ideas.

- BUDGET
  - Economize, save, stretch money or other resources.

- INTERVIEW FOR INFORMATION
  - Interview subjects through involve questioning.

- CUSTOMER SERVICE
  - Effectively solve problems and challenges that satisfy customers.

- MEDIATE
  - Manage conflicts, resolve differences.

- TEACH, TRAIN
  - Inform, explain, give instructions to students, employees, or customers.

- CLASSIFY
  - Group, categorize, sort, organize data, people, or things.

- COMPUTER LITERATE
  - Develop, organize, and create computer tasks and projects using software programs such as word, spreadsheet, databases, and presentation.

- MEDICATE
  - Assist, train, direct, or act in a medical or therapeutic context.

- ENTERTAIN/PERFORM
  - Assist, train, direct, or act in a medical or therapeutic context.

- OBSERVE
  - Study, simulate, examine data, people, or things scientifically.

- TOTALLY DELIGHT IN USING

- ENJOY USING VERY MUCH

- LIKE USING

- PREFER NOT TO USE

- STRONGLY DISLIKE USING

- DEVELOPMENTAL SKILLS
