

Self Management Skills Checklist

	Strength	Appropriate	Area for development	
<p>Organization Planning and carrying out activities effectively.</p>				
<p>Time management Using time effectively and appropriately</p>				
<p>Codes of behavior Knowing and applying appropriate rules or operating procedures of groups of people.</p>				
<p>Informed choices Selecting an appropriate course of action or behavior based on fact or opinion.</p>				

Communication Skills Checklist

	Strength	Appropriate	Area for development	
<p>Listening Listening to directions; listening to others; listening to information.</p>				
<p>Speaking Speaking clearly; giving oral reports to small and large groups; expressing ideas clearly and logically; stating opinions.</p>				
<p>Reading Reading a variety of sources for information and pleasure; comprehending what has been read; making inferences and drawing conclusions.</p>				
<p>Writing Recording information and observations; taking notes and paraphrasing; writing summaries; writing reports; keeping a journal or record.</p>				
<p>Non-verbal communication Recognizing the meaning of visual and kinesthetic communication.</p>				