

Life Skills Examples

Work Skills

▽ **Resources: identifies, organizes, plans and allocates resources**

- _ Time -- selects goal-relevant activities and ranks them, allocates time, prepares and follows schedule.
- _ Money -- uses or prepares budgets, makes forecasts, keeps records, prepares and follows schedule.
- _ Material & Facilities -- acquires, stores, allocates, uses material or space efficiently.
- _ Human Resources -- assesses skills and distributes work accordingly, evaluates performance, provides feedback.

▽ **Interpersonal: Works with others**

- _ Participates as a member of a team -- contributes to group effort
- _ Teaches other new skills
- _ Serves clients/customers -- works to satisfy customers' expectations
- _ Exercises leadership -- communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.
- _ Negotiates -- works toward agreements, involving exchange of resources, resolves divergent interests.
- _ Works with diversity -- works well with people from diverse backgrounds.

▽ **Information: Acquires and uses information**

- _ Acquires and evaluates information.
- _ Organizes and maintains information.
- _ Interprets and communicates information.
- _ Uses computers to process information.

▽ **Systems: Understands complex relationships**

- _ Understands systems -- knows how social, organizational, or technological systems work; operates effectively with them.
- _ Monitors and corrects performance -- distinguishes trends, predicts impact on system operations, diagnoses deviations in systems' performance, corrects malfunctions
- _ Improves or designs systems -- suggests modifications to existing systems, develops new or alternative systems to improve performance.

▽ **Technology: Works with a variety of technologies**

- _ Selects technology -- chooses procedures, tools or equipment, including computers and related technologies.
- _ Applies technology to task -- understands overall intent and proper procedures for setup and operation of equipment.
- _ Maintains and troubleshoots equipment -- prevents, identifies, or solves problems with equipment, including computers and other technologies.

Foundational Skills

▽ **Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens, speaks**

- _ Reading -- locates, understands, and interprets written information in manuals, graphs, schedules, and the like.
- _ Writing -- communicates thoughts, ideas, information, and messages in writing; and creates letters, directions, manuals, reports, graphs, flow charts, etc.
- _ Arithmetic/Mathematics -- performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques.
- _ Listening -- receives, attends to, interprets, and responds to verbal messages and other cues.
- _ Speaking -- organizes ideas and communicates orally.

▽ **Thinking Skills: Thinks creatively makes decisions, solves problems, visualizes, knows how to learn, reasons.**

Creative Thinking -- generates new ideas

Decision Making -- specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.

Problem Solving -- recognizes problems, devises and implements plan of action.

Seeing Things in the Mind's Eye -- organizes and processes symbols, pictures, graphs, objects, and other information.

Knowing How to Learn -- uses efficient learning techniques to acquire and apply new knowledge and skills technologies.

Reasoning -- discovers a rule or principle underlying the relationship between two or more objects, uses it to solve a problem.

▽ **Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, integrity and honesty.**

Responsibility -- exerts a high level of effort and perseveres towards goal attainment.

Self-Esteem -- believes in own self-worth and maintains a positive view of self.

Sociability -- demonstrates understanding of friendliness, adaptability, empathy, and politeness in group settings.

Self-Management -- assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.

Integrity/Honesty -- chooses ethical courses of action.

Action Verbs: The underlined words are especially good for pointing out **accomplishments**.

Management Skills	Communication skills	Research Skills	Technical Skills	Creative Skills	Teaching Skills	Clerical or Detail Skills	Financial Skills
administered analyzed assigned <u>attained</u> chaired contracted coordinated delegated developed directed evaluated executed <u>improved</u> <u>increased</u> organized oversaw planned prioritized produced recommended reviewed scheduled <u>strengthened</u> supervised	addressed arranged authored collaborated <u>convinced</u> corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated negotiated persuaded promoted publicized reconciled recruited spoke wrote	clarified collected diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized reviewed summarized surveyed systematized Helping Skills assessed assisted clarified coached counseled demonstrated diagnosed educated <u>expedited</u> facilitated familiarized guided motivated referred rehabilitated represented	assembled built calculated computed designed devised engineered fabricated maintained operated <u>overhauled</u> programmed remodeled repaired Technical (continued) solved <u>upgraded</u>	acted conceptualized created customized designed developed directed established fashioned <u>founded</u> illustrated <u>initiated</u> instituted intergrated <u>introduced</u> <u>invented</u> <u>originated</u> performed planned <u>revitalized</u> shaped	adapted advised clarified coached communicated coordinated demystified developed enabled encouraged evaluated explained facilitated guided informed instructed persuaded set goals stimulated trained	approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated organized prepared processed purchased recorded retrieved screened specified systematized tabulated validated	administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched More Verbs for Accomplishments <u>achieved</u> <u>expanded</u> <u>improved</u> <u>pioneered</u> <u>reduced</u> (losses) <u>resolved</u> (problems) <u>restored</u> <u>spearheaded</u> <u>transformed</u> consolidated arbitrated critiqued

PRACTICE WORKSHEET: You may use this page for practice.

Refer to the Life Skills Resources on the above pages. Think about what skills you've gained through 4-H (projects, club meetings, Jr. Leaders, camp, community service, etc.) for this 4-H year. List those below. Application: How will these skills help you in other areas of your life besides 4-H? (i.e. school, church, community, family, etc.)

SKILLS	APPLICATION