

# Skills Identification Exercise

## 1. What Do You Do?

- **Regular Responsibilities (around the home and as a parent):**  
*Examples: Family calendar management, food and clothing inventory, conflict management, homework, monthly budgeting, etc.*
- **Volunteer Work/Skills and Duties:**  
*Examples: PTA responsibilities, religious/spiritual community volunteerism, HOA board member, soccer coach, etc.*
- **Special Circumstance Skills:**  
*Examples: Negotiating health charges, collaborating with a teacher to bring your child's grades up, school event planning, etc.*
- **Skills From Past Jobs**

## 2. Transferable Skills

Teamwork / Collaboration	Verbal Communication	Negotiation
Written Communication	Problem Solving	Mentoring
Accounting / Finance	Event Planning	Time Management
Conflict / Crisis Management	Multitasking	Analytics / Research
IT	Personal Development/ Motivation	Creativity

## 3. Categorize Your Skills

Take each responsibility, duty and experience and determine which transferable skill category they would fall under.