

# SKILLS CHECKLIST AND SUMMARY

## APPLIED PSYCHOLOGY 160 ASSIGNMENT #2 50 POINTS

Read & complete this assignment carefully or you will not earn full credit.

This assignment is filled with “*attention to detail*” ! Practice your *attention to detail*! It’s a SKILL worth practicing over & over & over!

**Part I: Identify five personal achievements!** Use the book to help! You must list your five achievements and write a three to four sentence description of each achievement. Work to find variety among your achievements, such as academic, athletic, relationships, travel

**Part II requires you to complete the Skills Assessment Grid** which is in the workbook on pages 56 and 57. List your five achievements and identify the skills you used in accomplishing each achievement. This *completed grid* must be included with your assignment.

**Part III requires you to complete Three Parts of the Skills Checklist A, B, & C. This part is a separate document on-line (Assignment 2 Part III)** The checklist includes (Part A) “Check” your 15 STRONGEST skills; Part B: YOUR “Data/People/Things breakdown as a % of 100; AND Part C: CIRCLE & Prioritize 1-10 Your Top 10 “MOST SATISFYING or “Preferred” Skills. Note you do NOT have to limit your choice of preferred skill exclusively from your 15 strongest. You MAY choose a ‘weak’ skill as one you ‘prefer’ yet may seek to develop.

**Part IV requires you to write a minimum one paragraph summary** of what you have learned about your skills from this exercise.

**NOTE:** Attach Part III as the *back page* of this assignment (behind all other parts). I will return Part III at a later date than parts I, II, and IV

Remember! Print your name/date/code at the top of all returned pages!

**ASSIGNMENT DUE: Session 10**

dbarr 8/09