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 SATISFING 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