

A Week in Your Life

Read the examples given and list everyday activities that use the skills and qualities you have. You may find the 'Explore' word bank on the last page helpful.

Day	What I did	Skills and Qualities I used
Monday	Attended a revision class	Prioritising work Improving own learning and performance
Tuesday	Baby-sat for my Aunty. I looked after my younger cousins, read them a story, got them a drink and a snack.	Responsibility Honesty Trustworthy Working with others Communication

Day	What I did	Skills and Qualities I used
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Saturday		
Sunday		

Recap:

Complete the following boxes to show what you have learned during this activity

What is the most important thing you have learned this week?

What have you learned about yourself doing this activity?

List three things:

Can you tell the difference between a skill and a quality?

List five skills:

List five qualities:

Explore: Word bank

A skill is an ability acquired or developed through training or experience

Verbal communication	Able to express your ideas clearly and confidently in speech.
Teamwork	Work confidently within a group.
Commercial awareness	Understand how businesses make money, what customers want and what problems there are in particular areas of business.
Analysing & investigating	Gather information systematically to establish facts and principles.
Self-motivating	Behave in a certain way in order to do something well.
Taking the initiative	Ability to use your own judgment to make decisions without asking another person's advice. Able to identify opportunities and be proactive in putting forward ideas or solutions.
Written communication	Able to express yourself clearly in writing.
Planning & organising	Able to plan activities and carry them through effectively.
Problem solving	The process of finding solutions to problems.
Decision making	Determines the best course of action. Evaluates options based on logic and fact and presents solutions.
Interpersonal skills	Able to communicate and interact well with other people.
Action planning	Able to decide what steps are needed to achieve particular goals and then implement them.
Organisational skills	To do or arrange things, plans, ideas, etc, according to a particular system so that they can be used or understood easily.
Leadership	Able to motivate and direct others.
Management	The control and organisation of something.
Efficiency	The use of time and energy in a good way, without wasting any.
Financial skill	The planning, directing, monitoring, organising and controlling of the monetary resources of an organization.
Prioritising work	Put the things you have to do in order of importance.
Influential	Able to influence someone or something.

A quality a defined trait or characteristic

Drive	Determination to get things done, make things happen and constantly look for better ways of doing things.
Empathy	The ability to share someone else's feelings or experiences by imagining what it would be like to be in their situation.
Self-awareness	Realistic appraisal of own qualities and skills, roles and responsibilities, values and attitudes, needs and interests, aptitudes and achievements. Enables individuals to make informed choices, assess their suitability for opportunities and identify priorities for their own development. It provides the foundation for building self-esteem, personal identity and career wellbeing.
Adaptability	Able or willing to change in order to suit different conditions.
Flexibility	Adapt successfully to changing situations and environments.
Professionalism	The combination of all the qualities that are connected with trained and skilled people.
Work ethic	The belief that work has a moral benefit and an inherent ability to strengthen character.
Positive attitude	Full of hope and confidence or giving cause for hope and confidence.
Thinking outside the box	Idea generation or problem solving that is not constrained by self-imposed limits or conventional barriers. Breakthrough thinking, it creates new paradigms and explores non-logical and uncommon ways and solutions.
Inclusive	Tries to include many different types of people and treat them all fairly and equally.
Engaging	To interest someone in something and keep them thinking about it.
Loyalty	Firm and not changing in your friendship with or support for a person or an organisation, or in your belief in your principles.
Honesty	Truthful or able to be trusted and not likely to steal, cheat or lie.
Self-determination	Self-regulation and taking greater responsibility for the things that they do and that happen to them enables individuals to develop their sense of career agency, adaptability and resilience. Self-awareness enables individuals to make sense of their own story. Self-determination empowers individuals to improve their own story and to imagine possible futures for themselves.
Persistence	Continues to do something or tries to do something in a determined way.