



Self-Management Skills & General Traits

The terms *Adaptive Skills*, *Soft Skills*, and *Personality Traits* all describe your personality. For the purposes of this exercise we call all of these *Self-Management Skills*, as they apply to how you manage and conduct yourself in doing work. Self-Management skills enable you to survive and function well in the work world. These are important because employers hire people who will fit in with their work group.

The bottom-line reason many people receive a job offer is that an employer saw in them personal qualities — Self-Management Skills — that the employer liked, which convinced the employer the person could do the job.

Able	Active	Adaptable	Alert
Ambitious	Analytical	Assertive	Assume Responsibility
Attentive	Bold	Bright	Broadminded
Calm	Careful	Caring	Cheerful
Clear Thinking	Clever	Communicative	Competitive
Complete Assignments	Composed	Conscientious	Confident
Constructive	Cooperative	Creative	Decisive
Dependable	Detail-Oriented	Determined	Dignified
Diplomatic	Disciplined	Dutiful	Efficient
Empathetic	Enthusiastic	Ethical	Extroverted
Fair	Far-Sighted	Flexible	Follows Through
Frank	Friendly	Gentle	Hard-working
Helpful	Honorable	Humorous	Imaginative
Independent	Innovative	Insightful	Integrity
Intelligent	Inventive	Intuitive	Jovial
Kind	Knowledgeable	Lively	Logical
Loyal	Methodical	Meticulous	Motivated
Neat	Observant	Open-Minded	Optimistic
Orderly	Organized	Original	Outgoing
Patient	Perceptive	Perfectionist	Persistent
Persuasive	Physically Strong	Playful	Pleasant
Poised	Polite	Positive	Practical
Precise	Pride in Work	Principled	Prompt
Protective	Purposeful	Quality-Conscious	Quick-Thinking
Questioning	Rational	Realistic	Reasonable
Reassuring	Reliable	Resolute	Resourceful
Respectful	Responsible	Responsive	Results-Oriented
Safety-Conscious	Self-Aware	Self-Motivated	Self-Reliant
Sense of Direction	Sense of Humor	Sense of Purpose	Sensitive
Sociable	Spiritual	Stable	Steady
Supportive	Tactful	Take Initiative	Teachable
Tenacious	Thorough	Thoughtful	Tidy
Thrifty	Tolerant	Tough	Unexcitable
Useful	Understanding	Versatile	Visionary
Warm	Wise	Willing to Learn	Work under Pressure
Youthful	Zestful		