

“Know Your Strengths” Tool

These questions will help you identify your strengths in three areas: Talents, Passion, and Conscience. Your responses will be important to writing your Contribution Statement (coming up in the “Contribute Your Best” chapter).

Take time with each question. Pose the questions to others who know you — friends, boss, co-workers.

1. Talents

- What unique knowledge, talents, or skills do you have that can help you make a contribution?
- What do you do easily and well?
- What do people ask you to do because you’re good at it?
- If someone were to ask your boss or co-workers to list your talents, what would they say?

2. Passion

- What job-related opportunities are you passionate about?
- What do you spend your free time on?
- What do you get energized about? What do you feel like arguing about?
- What do you read?
- What did you do as a child that intrigued you?
- What job-related experiences have you had that excited you?

3. Conscience

- What is your real responsibility to your organization, your customers, and your co-workers?