# YouMap® PSI (Preferred Skills Inventory)

**Following are 55 common skills.** Read each skill and its definition. If you **enjoy and are good at a skill** (or think you would be),place a check (**✓**) in the box next to the skill. If you **do not enjoy performing a skill** (or don’t think you would) **regardless of skill level, place an “X”** in the box next to the skill.

If unsure, skip the skill.

* Abstract Thinking – Form and develop ideas and concepts
* Advise – Provide counsel, guidance, direction, information or enlightenment to others
* Ambiguity, Deal with – Can act when details are unclear; comfortable leaving issues open; at ease with the unknown
* Analyze – Examine methodically and in detail, typically for purposes of explanation and interpretation
* Assess – Evaluate, assess or judge to determine quality or capability
* Budget – Estimate costs, revenue, and resources over a specified period
* Categorize – Arrange people or things into classifications according to shared qualities or characteristics
* Change, Deal with – Embrace or deal well with change to work priorities or focus
* Collaborate – Willing to follow or lead, shows trust and support of co-workers; builds partnerships
* Competitiveness – Enjoys challenging goals, being measured against those goals; strong desire to win
* Computer Skills – Use computers and related technology, such as Microsoft Office, efficiently, with a range of skills
* Create Images – Illustrate through drawing, sketches, photography or other visual means
* Customer Service – Assist, advise and solve customer problems and support customers appropriately
* Decision Making – Frequently decide outcomes of options and determine which choice is the best for a situation
* Delegate – Assigns tasks to others; explain why a task is important and the expected results
* Design – Plan the look and function or workings of a program, product, or object before it is created or made
* Edit – Read or revise written or printed materials
* Envision – Picture or envision what’s possible
* Estimate – Roughly calculate or determine the value, number, quantity, or extent of
* Execute – Implement and follow through on policies, plans, or programs
* Expedite – Restructure actions or solve problems to accomplish tasks quicker
* Hiring/Staffing – Good judgment about people; makes selection decisions that result in good performers
* Ideate – Generate or think up ideas
* Improvise – Perform or think on one’s feet, that is, without planning or preparing
* Initiate Change – Introduce or influence new ways of doing things
* Innovate – Welcomes, encourages and seeks continual improvement on a small or large scale
* Instruct/Train – Show or explain to someone how to do something
* Interview for Information – Asks questions using insight to obtain information
* Lead Others – Enjoys taking responsibility and directing others; takes charge of introducing necessary change
* Liaise – Communicate or cooperate between people or organizations to facilitates close working relationships
* Manage Logistics – Manage events; handle detailed coordination of people, facilities, or supplies
* Manage Emotions– Ability to realize, readily accept, and deal with the feelings of others
* Manage Others – Directly manage others and provide performance feedback
* Manage Time – Able to use one's time wisely and productively to meet deadlines
* Mechanical – repair, fix or operate machinery
* Mediate – Intervene between people in a dispute to reach agreement
* Mentor – Guide, coach, or counsel less experienced employees or students
* Monitor – Track people, activity, information to confirm fairness or correctness
* Motivate – Bring out the best in people; keep others enthusiastic and involved
* Multi-task – Deal with more than one task or project at the same time
* Negotiate – Attempt to reach an agreement or compromise with others
* Numeric accuracy – Solves numerical problems, works with numbers or looks for patterns in numbers
* Observe – Notice, see, perceive, discern and identify something observed as significant
* Organize – Keeps work area neat, follows an orderly approach and keeps things organized
* Paperwork – Comfort with repetition and attention to detail and maintaining accurate and timely records
* Plan – Specifies steps for a project before beginning and prepares for potential problems before they occur
* Present/Perform – Speak or perform in front of an audience
* Research – Engage in data discovery such as conducting online research
* Risk-Taking – Will to leave one’s comfort zone; focuses on reward over potential for failure
* Sell – An ability to persuade and promote; optimistic and does not take no for an answer
* Strategize – Able to identify long-term goals; works backwards to identify the most effective option of the alternatives
* Study – Read written information in a thorough or careful way
* Test – Examine critically to determine accuracy, precision or quality
* Use Intuition – Able to understand something immediately using insight without need for conscious reasoning
* Write – Makes an effort to put thoughts in writing, is concise, descriptive and keeps readers in mind

Observe the categories where you have the most preferred skills.

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| **MOST PREFERRED skills:** |
| **Administration*** Budget
* Categorize
* Organize
* Paperwork

**Conceptual/Creative*** Abstract Thinking
* Ambiguity, Deal with
* Create Images
* Design
* Envision
* Ideate
* Improvise
* Innovate
* Strategize

**Interpersonal*** Advise
* Collaborate
* Instruct/Train
* Liaise
* Manage Emotions
* Mediate
* Use Intuition
 | **Leadership** * Initiate Change
* Lead Others
* Mentor
* Motivate

**Manage Process/Projects*** Customer Service
* Execute
* Expedite
* Handle Change
* Manage Logistics
* Manage Time
* Monitor
* Multi-Task
* Plan

**Research & Analysis*** Analyze
* Assess
* Interview for Information
* Observe
* Research
* Study
 | **Sales*** Competitiveness
* Negotiate
* Present/Perform
* Risk-Taking
* Sell

**Supervise*** Decision Making
* Delegate
* Hiring/Staffing
* Manage Others

**Technical & Mechanical*** Computer Skills
* Edit
* Estimate
* Mechanical
* Numeric Accuracy
* Test
* Write
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