

SKILLS MAP

INSTRUCTIONS TO SAVE YOUR OWN COPY:

Follow the directions below to save your personal copy if you are not automatically prompted to do so:

To save to your Google drive and to edit, select File > Make a Copy > rename the document and save to your own drive.

To save as a Excel sheet, select File > Download > and save on your computer or in whichever file you choose to save it in.

INSTRUCTIONS TO COMPLETE THE SKILLS MAP:

Enter the number 3 for something you are really good in. A GREEN color will show after you enter the number.

3

Enter the number 2 for something you are intermediate in. A YELLOW colour will show after you enter the number.

2

Enter the number 1 for skills you are not good in and want to improve in. A PINK colour will show.

1

Leave skills you are not interested in as blank.

Soft Skills	Rating	Technical Skills	Rating	Tech Tools	Rating
Growth mindset	3	Managing a client's inbox	3	Gmail	3
Communication	2	Managing a client's calendar	3	MS Outlook (email)	3
Organization	3	Scheduling	3	Google Calendar	3
Confidentiality and discretion	3	Internet research	3	MS Outlook (calendar)	2
Attention to detail / accuracy	3	Creating slides / presentations	3	Google Meet	3
Time management	3	Project management	3	Zoom	3
Anticipating client needs	3	Travel research and booking	3	Google Docs	3
Adaptability	3	Creating travel Itineraries	3	MS Word	3
Maintaining calm under pressure	3	Data entry and expense tracking	2	Google Sheets	2
Being proactive	2	Creating meeting agendas	3	MS Excel	2
Prioritization	3	Taking meeting minutes / notes	3	Google Slides	3
Resourcefulness	3	Transcribing	3	MS PowerPoint	3
Problem-solving	3	Writing correspondence	3	Google Drive	3
Emotional intelligence	3	Labelling and filing electron documents	3	MS OneNote	1
Patience	2	Attending to customers	2	Box	2
People Skills	2	Stakeholder management	2	Google Forms	2
Managing up	3	Authoring effective surveys	1	MS Forms	2
Self-awareness	3			Trello	1
Self-management	3			Asana	1
Crit & resilience	3				

LIST THE SKILLS YOU WANT TO GROW/ DEVELOP

There are no limits. You can add any number of skills you especially want to grow in.

	Skill	Growth plan
Skill 1	Communication	I will keep practising effective communication w
Skill 2	MS Outlook	I will practice using this tool on my computer
Skill 3	Trello	I will conduct a research on how to use this tool
Skill 4	Asana	I will dedicate a couple of hours to research how
Skill 5	MS Onenote	I will practice using it
Skill 6	Authoring Effective Surveys	I will create mock surveys and send to family and
Skill 7	Patience	I will be more level headed and understanding i
Skill 8	Data Entry/Expense Tracking	I will learn how to add formulas and simple calcu
Skill 9		
Skill 10		
Skill 11		
Skill 12		
Skill 13		
Skill 14		
Skill 15		
Skill 16		
Skill 17		
Skill 18		
Skill 19		
Skill 20		