

NEGOTIATING READING TIME **MATHEMATICS Bringing Understanding** MANAGEMENT others Using written Managing together and mathematics sentences and one's own trying to reconcile to solve paragraphs in time and the problems. work related time of others. differences. documents. TEAMWORK Working with others to achieve a PROBLEM SOLVING **SCIENCE** Using scientific rules common goal. Identifying and methods to solve Adjusting your complex problems. actions in relaproblems and tion to others' reviewing actions. related information to **CRITICAL THINKING Using logic** develop and **PERSUADING TIME MANAGEMENT** and reasoning to identify the evaluate Persuading Managing options and strengths and weaknesses of others to one's own time implement alternative solutions. change their and the time of solutions. conclusions or approaches minds or others. to problems. behavior. SELF-CONTROL Monitoring/ LEADERSHIP Motivating, develassessing **SOCIALLY PERCEPTIVE Being aware** oping, and directing people as they work, identifying the best performance of others' reactions and of yourself understanding why they react people for the job. and taking as they do. corrective action. LISTENING Giving full attention to **MULTI TASKING** what other people are saying, Doing multiple TEACHING taking time to understand the things at once, Teaching points being made, asking or working on others how to questions as appropriate, and multiple do something. not interrupting at projects inappropriate times. simultaneously. **DECISION MAKING** WRITING Considering the Communicating **USING** relative costs **WORKING INDEPENDENTLY** Working effectively in **TECHNOLOGY** and benefits of with limited supervision, writing as Generating potential acmaintaining standards and appropriate or adapting tions to choose meeting goals without for the needs equipment the most apsupervision. of the and propriate one. audience. technology to serve user needs. Involves trou-**PUBLIC SPEAKING Talking to others** bleshooting. to convey information installing, effectively. repairing, and maintenance.

IDENTIFY YOUR CHARACTERISTICS



RELAXED You're not easily rattled and can roll with the COOPERATIVE You DECISIVE FLEXIBLE You easily adapt to work easily You make changing situations or rules. with others, punches. You can handle decisions Change doesn't scare you - it and others like quickly and excites you of new possibilities. anything life throws at you without stress. to work with confidently. vou. **CREATIVE** You BIG PICTURE THINKER You think about enjoy using your the overall goal or picture and ORGANIZED You imagination prefer not to think about the regularly to solve details. You'd rather think about make to-do lists and keep problems or the finished product than the come up with small steps needed to get there. your class new ideas. work in order. You can easily find items because you put everything back in its place. **CONSCIENTIOUS** You care about **DETAIL-ORIENTED** You enjoy thinking others & think of others when about the small aspects of a projmaking decisions. You try to ect/task. You are good at creating do what is good for the overall timelines & lists without forgetting anything. group. **RISK TAKER You** INNOVATIVE You OPTIMISTIC You are the first can easily focus on to speak up for what you come up with positive aspects new solutions of a project or believe in. You to problems or task and aren't take risks if you new ways of concerned with believe they thinking the challenges. will pay off. about things. PATIENT You believe a job well SELF MOTIVATED You have a desire **OBSERVANT You** to not only complete projects or done takes time, and you don't like to look at jump the gun on projects or tasks, but to do them well - not the world and tasks. You find it easy to wait based on outside rules or people around for the right time to complete opinions, but because you get you and learn personal satisfaction from it. something. from them. You notice little **TOLERANT** You are **SELF-DISCIPLINED** things others understanding You have might miss SOCIABLE You are of peoples' when solving self-control RELIABLE People can rely on you naturally social differences & find it easy to come through, meet a problem or and enjoy and don't try to do what is deadlines, and do what you completing a socializing to change the asked of you, task. say you'll do. with others. opinions of even if you others. don't feel like it.