Identify Your Desired Work Tasks

Coastal Carolina University
Career Services Center

This exercise is designed to help you identify tasks you would like to perform in your work.

DIRECTIONS:
1. Place a check mark next to each task you think you would enjoy.
2. Review the items you have check and narrow your list to the 8 tasks of greatest interest.

ANALYTICAL

___ analyze
___ assess
___ compare
___ conceptualize
___ critique
___ devise
___ diagnose
___ estimate
___ evaluate

CREATIVE

___ act
___ create
___ design
___ develop
___ observe
___ predict
___ project
___ prove
___ reflect
___ research
___ review
___ screen
___ solve problems
___ study

FINANCIAL

___ calculate
___ appraise
___ audit
___ budget

LEADERSHIP

___ counsel
___ publish
___ read
___ report
___ respond
___ speak in public
___ summarize
___ write

PERSUASION

___ encourage
___ inform
___ mentor
___ serve
___ support
___ train
___ volunteer

TECHNICAL

___ assemble
___ compile
___ engineer
___ found
___ facilitate
___ innovate
___ make decisions
___ manage change
___ manage people

ORGANIZATIONAL

___ administer
___ categorize
___ collect
___ compile
___ consolidate
___ coordinate
___ maintain

ADDED VALUE

___ adapt
___ enhance
___ improve
___ maximize
___ minimize
___ shape
___ streamline
___ strengthen
___ supplement
___ update

HELPING

___ advise
___ assist
___ coach
___ collaborate
___ manage time
___ monitor
___ plan
___ prioritize