



Identify Desired Work Tasks

Career Center: Decide it. Experience it. Live it.

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

Instructions:

- 1) Place a check mark next to each task you think you would enjoy.
- 2) Review the items you have checked and narrow your list to the 8 tasks of greatest interest.
- 3) For each of the 8 tasks selected, complete the reserve side of this sheet and attempt to respond to "what" or "who" for each by turning the task into a question, if applicable. For example, "Who do I want to teach, lead, persuade?" or "What do I want to plan, raise funds for, make decisions about?" See examples.

ANALYTICAL

- analyze
- assess
- compare
- conceptualize
- critique
- devise
- diagnose
- estimate
- evaluate
- identify
- inspect
- interpret data
- investigate
- make

DECISION MAKING

- observe
- predict
- project
- prove
- reflect
- research
- review
- screen
- solve problems
- study
- survey
- test
- think critically
- validate

COMMUNICATION

- communicate
- convey
- debate
- define
- describe
- draft
- edit
- explain
- foreign language
(read, write,
speak, translate)

- interact
- interview
- listen
- present
- publish
- read
- report
- respond
- speak in public
- summarize
- write

CREATIVE

- act
- advertise
- author
- create
- design
- develop
- display
- entertain
- illustrate
- improvise
- innovate
- perform
- produce
- promote

FINANCIAL

- appraise
- audit
- balance
- budget
- calculate
- earn
- invest
- merchandise
- raise funds
- purchase

HELPING

- advise
- assist
- coach
- collaborate

- counsel
- foster
- guide
- inform
- mentor
- serve
- support
- teach
- tutor
- train
- volunteer

LEADERSHIP

- assign
- authorize
- chair
- direct
- delegate
- enforce
- facilitate
- found
- initiate
- hire
- implement
- manage change
- manage a crisis
- manage people
- managed
- resources
- preside
- recommend
- supervise

ORGANIZATIONAL

- administer
- categorize
- collect
- compile
- consolidate
- coordinate
- maintain
- manage time
- monitor
- organize

- plan
- perform data entry
- prioritize
- process
- record
- run reports
- schedule

PERSUASION

- encourage
- influence
- mediate
- motivate
- persuade
- negotiate
- recruit
- sell

TECHNICAL

- assemble
- construct
- compile
- engineer
- install
- integrate
- operate
- measure
- program
- repair
- upgrade

ADD VALUE

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

