

Bozeman Health

Career Blueprint



Personal Inventory



Bozeman Health

Center for Education + Development

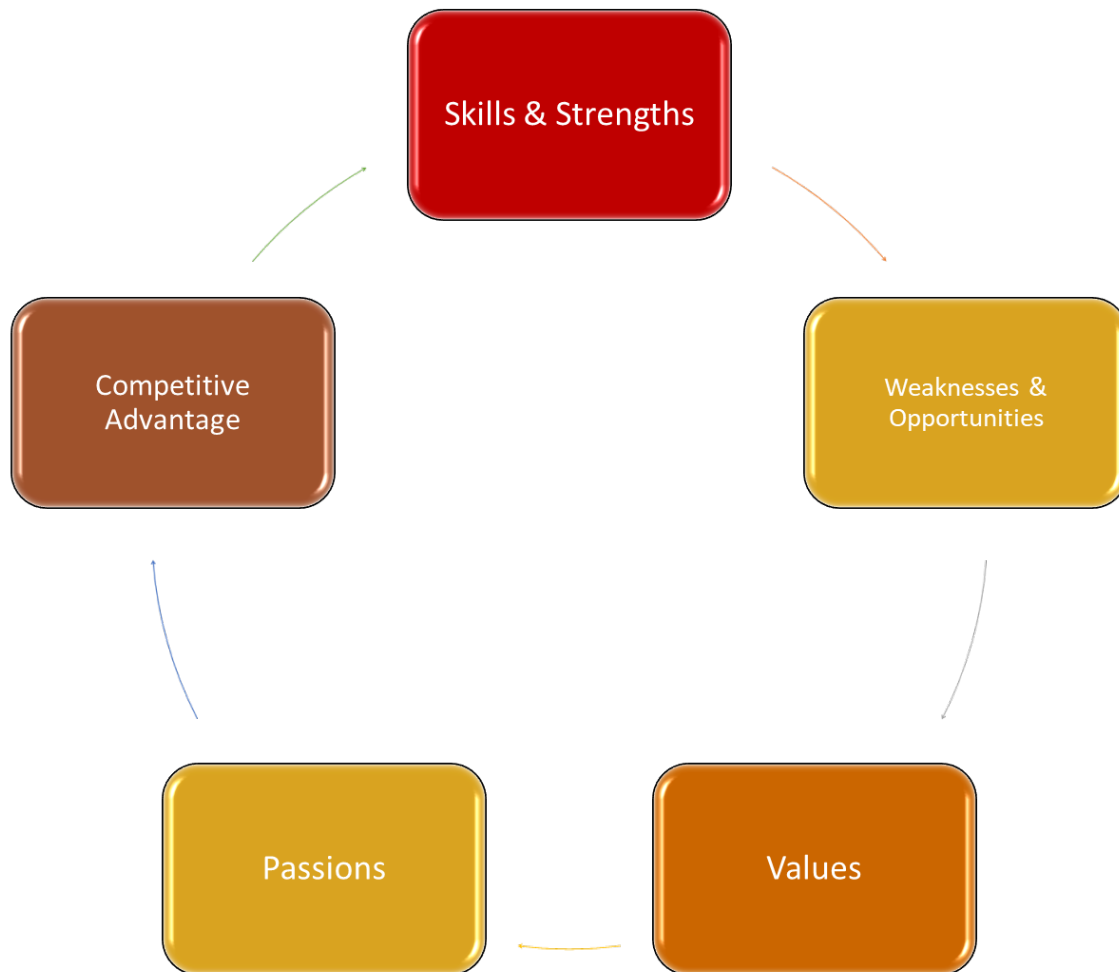


Personal Inventory

Review the corresponding modules for this topic on the Bozeman On Demand Career Portal prior to completing this section.

A Holistic View

Conducting a regular inventory produces self-awareness that includes identifying knowledge, talents, strengths, and skills that can be leveraged in pursuit of your goals.





Skills and Strengths



Identify your skills and strengths.

#	Overview
1	Look at your last 3 successful projects or your 3 biggest achievements and list them at a high level.
2	For each, do a deep-dive and capture these key things: <ul style="list-style-type: none"> • The initial problem and what you did • What you achieved, what results did you accomplish? • What strengths and skills you demonstrated?
3	Combine: Pick your top 8 strengths from the ones you captured. Identify the skills and competencies that came up over and over
4	Create: Your key strengths statement

Step 1: What are your biggest accomplishments/most successful projects?

Jot down a high-level overview of your accomplishments here, we will define them in more detail later.

#	Accomplishment High-Level Overview
1	
2	
3	



Step 2: Accomplishment deep-dive

ACCOMPLISHMENT #1

Title for this accomplishment:	
What was the initial problem, situation?	
What actions did you take?	
What did you achieve, what results did you accomplish?	
What skills and competencies did you demonstrate?	

...



ACCOMPLISHMENT #2

Title for this accomplishment:	
What was the initial problem, situation?	
What actions did you take?	
What did you achieve, what results did you accomplish?	
What skills and competencies did you demonstrate?	

...



ACCOMPLISHMENT #3

Title for this accomplishment:	
What was the initial problem, situation?	
What actions did you take?	
What did you achieve, what results did you accomplish?	
What skills and competencies did you demonstrate?	

...



Step 4: Craft your Key Strengths Statement

A "Key Strengths" statement is a summary of your most impactful and marketable skills and attributes. It is a blend of your strongest attributes. Include 6-8 strengths in this statement.

Example:

"I have strong project management skills and am able to consistently delivery projects on time and on budget. I couple this with solid communication skills so that the project team and stakeholders are able to work well together and in partnership."



Weakness and Opportunities



Identify your skills and strengths.

#	Dive-deeper
1	Look at your last few un-successful projects and note them at a high level.
2	Deep-dive and capture these key things: What tripped you up? What skills did you wish you had the proficiency in that would have helped?
3	Cascade: Identify 2-3 weaknesses/opportunities from the ones you captured.
4	Create: A plan to manage, mitigate, master.

Step 1: What are your last few un-successful projects?

Jot down a high-level overview of your challenges here, we will define them in more detail later.

#	Challenges High-Level Overview
1	
2	
3	



Step 2: Challenges deep-dive

CHALLENGES #1

Title for this challenge:	
What was the initial problem, situation?	
What actions did you take?	
What tripped you up?	
What skills and competencies did you wish you had the proficiency in that would have helped?	

...



CHALLENGES #2

Title for this challenge:	
What was the initial problem, situation?	
What actions did you take?	
What tripped you up?	
What skills and competencies did you wish you had the proficiency in that would have helped?	

...



Step 3: Compile a list of your weaknesses

List the recurring weakness/gaps you have identified in your challenges deep-dive.

- Identify only those weaknesses that may be holding you back from achieving your goals.
- Determine how you will build these skills. Could be:
 - Training/education
 - Leverage a mentor
 - Seek on-the-job opportunities that will allow you to build

Step 4: Include some thoughts/actions on how you can mitigate these /develop these.

Weakness/Gap	Action Plan
	How can you mitigate/develop



Values



Identify your top personal values. **They impact your personal and professional actions, your decision-making, contributions, and interpersonal interactions.**

#	Dive-deeper
1	Go through the list of “Common Personal Values” (available on the next page) Circle the values that you are drawn to the most. Eliminate those that don’t resonate with you.
2	Cascade: Of those you circled – pick your top 8.
3	Indicate if you are “living this value.” Are you in alignment?
4	Provide examples of how you can live /are living them on a day-to-day basis.



Step 1: Common Personal Values List – Identify yours

- | | | |
|------------------------|-------------------|------------------------------|
| Accuracy | Freedom | Quality of work |
| Accountability | Friendship | Quietude |
| Accomplishment | Fun | Regularity |
| Achievement | Global view | Resourcefulness |
| Adventure | Gratitude | Respect for others |
| Autonomy | Honor | Self-reliance |
| Beauty | Hard work | Service to others or society |
| Calm | Harmony | Simplicity |
| Challenge | Health | Skill |
| Change | Honesty | Speed |
| Cleanliness | Inner peace | Spirit in life |
| Collaboration | Innovation | Results-oriented |
| Commitment | Integrity | Responsiveness |
| Communication | Joy | Romance |
| Community | Justice | Rule of law |
| Competence | Knowledge | Safety |
| Competition | Leadership | Satisfying others |
| Concern for others | Loyalty | Security |
| Content over form | Love | Self-givingness |
| Continuous improvement | Meaning | Spirituality |
| Coordination | Merit | Stability |
| Cooperation | Money | Status |
| Country | Non-violence | Standardization |
| Creativity | Openness | Strength |
| Customer satisfaction | Order | Success |
| Decisiveness | Patriotism | Systemization |
| Delight of being | Peace | Teamwork |
| Democracy | Perfection | Timeliness |
| Discipline | Personal growth | Tolerance |
| Discovery | Pleasure | Tradition |
| Equality | Preservation | Tranquility |
| Efficiency | Positive attitude | Truth |
| Excellence | Power | Trust |
| Excitement | Practicality | Unity |
| Fairness | Privacy | Variety |
| Faith | Progress | Wealth |
| Family | Prosperity | Wisdom |
| Fitness | Punctuality | |
| Flair | | |



Step 2: Select your top 8 values from those your circled above

Step 3: Indicate if you are living this value now.

Step 4: Provide examples of how you can live /are living them on a day-to-day basis.

Value	Are you living this now? Y/N	How can you live/demonstrate this on a day to day basis?
1		
2		
3		
4		
5		
6		
7		
8		



Passions



Identify your passions. Think about the activities, interests, or challenges that intrigue and energize you.

These are the things you can't wait to get to each day – what would you wake up at 6 a.m. on a Saturday and do?

#	Dive-deeper
1	Reflect on situations and times when you felt most energetic, most engaged – create a list.
2	Cascade: See if you can develop a common profile of these times. Was there a common thread?
3	How do your passions intersect with your career goals and interests?

What are your passions?



Competitive Advantage



Your competitive advantage is something that you do uniquely well. It can be a skill set, an attribute, or quality unique to you.

Using this trait or skill will help you to succeed in your career. What is yours?

#	Tips to determine your competitive advantage
1	Look through past performance reviews, what have been commended for on a consistent basis?
2	Look through the strengths you identified earlier.
3	Ask colleagues and friends for their input and ideas.

What is your competitive advantage?