



**Hatboro-Horsham School District**  
**Assignment/Project – Skills Inventory**

Name \_\_\_\_\_ Grade \_\_\_\_\_ Project/Assignment \_\_\_\_\_

1. What are the skills I used/my work group used to complete this assignment?

Skills	Examples of identified skills	Check all that apply
<b>Communication Skills</b> Habit 5: Seek first to understand, then to be understood	Active Listening	
	Speaking with Focus and on Topic	
	Writing Clearly	
	Presenting	
<b>Critical Thinking</b> Habit 2: Begin with the end in mind	Analyzing	
	Questioning	
	Problem Solving	
<b>Collaboration</b> Habit 6: Synergize Habit 4: Think win-win	Initiating	
	Creative Thinking	
	Valuing All Opinions	
	Contributing/Active Participant	
<b>Self Awareness</b> Habit 7: Sharpen the saw Habit 3: Put first things first Habit 1: Be proactive	Managing Time	
	Assessing Own Progress	
	Reflecting	

2. What are the skills I demonstrated independently? Explain and give at least one example.

3. What are the skills on which I need to work? Explain and give at least one example.

4. What one skill from question number 3 would you select to improve? Write a goal and steps of action to improve this skill.

5. What one or more of the skills listed in the chart can I apply in another situation. Explain and give at least one example.