

Personal and Self Management Skills

“Highlight” qualities that you feel you possess.

Personal Qualities

Abstract	Eager	Objective
Accepting	Efficient	Observant
Achieving	Encouraging	Open Minded
Adjusting	Energetic	Optimistic
Adventurous	Enterprising	Orderly
Affectionate	Entertaining	Organized
Ambitious	Enthusiastic	Original
Articulate	Expressive	Outgoing
Artistic		
Assertive	Fair-minded	Painstaking
Attractive	Flexible	Patient
Aware	Forceful	Perceptive
	Friendly	Persuasive
Balanced		Poised
	Gentle	Pragmatic
Calm	Genuine	Precise
Carefree	Goal-directed	Productive
Caring	Good-natured	Professional
Charismatic	Graceful	Progressive
Charming	Gracious	
Cheerful		Questioning
Clever	Happy	Quick
Commanding	Helpful	
Committed	Humane	Rational
Compassionate	Humorous	Realistic
Concrete		Reasonable
Confident	Idealistic	Reassuring
Congenial	Imaginative	Receptive
Conscientious	Independent	Relaxed
Conservative	Industrious	Reliable
Considerate	Innovative	Resourceful
Consistent		Respective
Cooperative	Inquisitive	Rigorous
Cordial	Insightful	
Courageous	Intelligent	Self-confident
Creative	Intense	Self-controlled
Critical	Intuition	Sense of humor
Curious	Inventive	Sensitive
	Investigative	Serious
Dedicated		Sincere
Deliberate	Knowledgeable	Skillful
Dependable		Sociable
Determined	Leader	Spontaneous
Diligent	Listener	Steady
Disciplined	Logical	Stimulating
Distinctive		Straightforward
Doer	Methodical	Strong
Dynamic	Motivated	Supportive
		Sympathetic

Reliability

Tactful	Accountable
Talented	Accurate
Thorough	Attendance (good)
Thoughtful	Capable
Tireless	Committed
Tolerant	Concerned
Trusting	Consistent
Truthful	Conscientious
	Cooperative
Unique	Dependable
Unpretentious	Honest
	Judgment (good)
Verbal	Loyal
Vigorous	Patient
	Precise
Warm	Prompt
Wise	Punctual
	Reliable
Zestful	Self-controlled
	Self-reliant
	Steady
	Straight forward
	Trustworthy

Work Habits

Able to work with others
Accepting of criticism
Active
Alert
Appearance (neat)
Attentive to details
Attitude (positive)
Balanced
Capable
Competent
Creative
Enthusiastic
Efficient
Exact
Flexible
Friendly
Genuine
Gets along well with others
Hardworking
Innovative/Initiating
Persistent
Resourceful
Team player
Thorough