



How to complete this audit: Read the SKILLS AREA, place a tick in the column that best suits your ability and then in the final column decide the priority for YOU in the development of this skill.

SKILLS AREA	I CAN DO THIS WELL	I'M OK, BUT I NEED MORE PRACTICE	I CAN'T DO THIS	Priority 1 = very important 2 = quite important 3 = not important
ORGANIZATIONAL SKILLS				
I have strategies to help me to plan and manage my time				
I am able to effectively prioritise my tasks and activities				
I am able to work to deadlines				
I am aware of how to be more productive in my work				
INFORMATION SEEKING SKILLS				
I am able to use a variety of different sources to find information (e.g. journals, books, electronic resources)				
I am able to access and search electronic resources (on-line databases, electronic journals CD-ROMs)				
I am able to use search gateways on the Internet to find information				
I am able to evaluate the information I find				
READING AND NOTEMAKING				
I can decide which parts of a document I need to read				
I have a system for organising information				
I can select and use different reading strategies (e.g. skim, scan, in-depth)				
I can make effective notes when reading				
I can make effective notes when listening				
I have an effective system for storing information				
WRITING SKILLS				
I can analyse & summarise information				
I can ask questions to clarify information or directions				
When undertaking written work I begin work with a clear understanding of what the major points should be				
I can punctuate, use grammar and spelling correctly				
I spend time ensuring the format and order of written work is consistent and logical				
I am confident I can express my ideas clearly in written form				
I am able to adapt my writing styles to suit the appropriate audience				
I understand the need to reference sources of information				



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SPOKEN COMMUNICATION				
I am able to express my views succinctly				
I am confident speaking in front of a group of people				
I can prepare, plan and deliver a presentation				
I can use visual aids to support a presentation				
I am able to change content level for different target audiences				
I work well as a member of a group or team				
I am able to listen to and appreciate the views of others				
PROBLEM SOLVING SKILLS				
I am able to identify priorities				
I am able to deliver against deadlines				
I am able to work through a problem logically to reach a conclusion				
I am able to plan out my work to meet deadlines				
WORKING WITH NUMBERS				
I am competent in making simple calculations				
I can present numerical information accurately				
I can competently use a variety of numerical techniques (e.g. percentages, fractions, decimals)				
I can interpret and present information in graphs and illustrations				
INFORMATION TECHNOLOGY				
I am able to use a computer to produce documents				
I can use a variety of different computer software (e.g. Word, PowerPoint, Excel, Access)				
STRESS MANAGEMENT				
I know what causes stress				
I am aware of my personal symptoms of stress				
I refuse to feel discouraged when the solution to a problem is not immediately apparent				
I can use strategies to help me cope with my stress				