

Talent-Skill Development Worksheet

Use the worksheets on the next pages to create your list of prioritized skills to learn and develop over the next few months. This worksheet accompanies the blog post available here:

<https://audreynoakes.com/skill-vs-talent>

Step 1:

What are you already doing well? And what are you doing not so well or not at all?

Step 2:

Identify which of these things are your talents and which are your skills.

Step 3:

Look at your talents and see if they can be made more effective by adding to your skillset.

Step 4:

Look at your talents that will become skills, your current skills, and any future skills you will develop, and see how they can be developed - by improving knowledge, streamlining processes, optimizing your tools, ...

- *More knowledge and experience / I am a beginner who needs an introduction to this skill.*
- *More systems and processes / I am needing to be more efficient and effective in this skill.*
- *Better tools / I simply need to make an investment to attain or improve this skill.*

Step 5:

Prioritize!

Step 6:

Take Action.

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What are your top 3 priority skills and what category do they fall under?

Skill

Category

What is your action plan?